

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 803918

20th January 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 25th January 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins) Residents wish to speak on Millennium Green issues.
5. To approve the minutes of the meeting held 30th November 2021 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise included on the agenda.
7. South Gloucestershire Reports:
Cllr A Monk – (*pages 3-4*)
Cllr C Wood – Storm Overflow booklet (*pages 5-12*)
8. Submission from members –
i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr D Collins.
To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to:
 - 1) restrict access for motorcycles.
 - 2) secure enough to stop dogs running out on to the road.
 - 3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.

Please note millennium green is used by local residents from the early hours of the morning to late evening. Residents use it for exercising their dogs, keep fit, commuting, relaxing and enjoying the wildlife & view, and it is maintained by numerous park users.

On occasions there are issues with antisocial behaviour and recently individuals on motorcycles and quad bikes, fires, litter and broken glass (all of which has happened recently).

Millennium Green is an asset to our community and we need to protect its users, improve access and restrict/make it difficult for motorcycles to enter the park.

ii) Notice of Motion 2 proposed by Cllr C Wood and seconded by Cllr A Monk

"Filton Town Council agrees to install a flag pole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard".

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

- i) Planning Committee held 9th December 2021 and 13th January 2022. *(pages 13-15)*
- ii) Confirmation of Precept requirement 2022/23 to South Glos Council *(page 16)*
- iii) Bank Signatory – extra member required

10. Consultation Spreadsheet *(pages 17-19)*

11. Payments for Information *(page 20)*

12. Filton Beat Team Update – *(page 21)*

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, M Chaudhry, A Kenyon, Dan Boardman, A Robinson, A Bird, A Monk, T Mewies, C Wood

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

APOLOGIES: B Mead, I Scott

NON-ATTENDANCE: N/A

0326. APOLOGIES FOR ABSENCE: Apologies were noted

0327. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0328. DECLARATIONS OF INTEREST: None received

0329 PRESENTATION OF DRAFT BUDGET 2022/23: D KEMP from DCK ACCOUNTING SOLUTIONS.

The accountant presented the draft budgets explaining how hard it was to work on the budgets when there is so much change going on financially. He explained his methods of planning and projecting for Filton Town Council and how he envisaged the impact on future budgets. He answered various questions and will submit full budgets in January 2022.

It was proposed and seconded to add a budget heading for Community Fund. Voted unanimously FOR.

It was agreed for D Kemp to provide a report detailing different scenarios regarding the effect on different precept amounts to the next meeting.

The Council thanked DS Kemp for his presentation.

0330. SUBMISSIONS FROM PUBLIC: A resident raised concerns over Filton Community Association, how they claim to be a private entity to customer and can charge high rates but are registered as a charity.

Discussions took place and it was agreed that before any future investigations take place, Filton Town Council Office would circulate details of their lease and any information regarding the previous investigation to councillors.

Action: Filton Town Council Office

0331. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

i) Station Road Allotments. Filton town Council office have contacted all plot holders as requested and given them the two different options. The majority of plot holder wish to have the increased rate and keep the skip. It was requested by some of the plot holders that they would like the ground staff not to use the skip and just the plot holders have the use.

After a discussion it was proposed and seconded to have contracts sent out at the higher rate inclusive of skips but would allow the grounds team to use when clearing plots on the allotments. Voted unanimously FOR

0332. FILTON BEAT TEAM UPDATE: Report Noted

0333. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: No report received

Cllr C Wood: Previously circulated and noted.

0334. SUBMISSION FROM MEMBERS:

i) *Cllr Bird – “that this council invite MP Jack Lopresti to a future meeting”*
it was proposed to invite the MP to a Full Council meeting to show his support to Filton and residents regarding the HMO issues. It was proposed and seconded to invite MP Jack Lopresti to a Filton Town Council Full Council Meeting. Voted unanimously FOR.

Action: Filton Town Council Office

0335. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Planning Committee held 16th November 2021. Schedule comments discussed and noted by the Council. It was proposed and seconded that the working group can submit the comments on behalf of the Council bringing the minutes of schedule to Full Council for approval. Voted unanimously FOR
- ii) Councillors would like to be kept up to date with the Leisure Centre project. It was proposed and seconded to add the update as an agenda item from January 2022. Voted unanimously FOR

Action: Filton Town Council Office

0336. CONSULTATION SPREADSHEET: Councillors were encouraged to engage with the consultations.

0337. PAYMENTS FOR INFORMATION: Query regarding the safe store fee. It was explained that since The Town Council office had due to files and paperwork that was necessary to keep moved storage was essential but was on a short-term contract. It was proposed and seconded that Filton Town Council Office to get 3 quotes from private scanning companies. Voted Unanimously FOR.

Action: Filton Town Council Office

CHAIR ENDED MEETING AT 8.53PM

Report to Filton Town Council January 2022

On February 7th the Cabinet will vote upon the budget for the financial year 22/23. Which will then to Full Council on February 16th.

Currently it looks like there will be a 2% increase on Council and 2% Adult Social Care Precept, a 4% increase. I believe the majority of other authorities across the South West are proposing a 3% increase.

The Revenue Support Grant is a pot of central government money divvied out to councils, for them to use as they see fit.

South Gloucestershire used to receive millions of pounds in Revenue Support Grant funding. Today, it doesn't get a penny:

Financial Year	South Glos RSG funding
2014/15	£43,171m
2015/16	£34,887m
2016/17	£25.3m
2017/18	£0
2018/19	£0
2019/20	£0
2020/21	£0
2021/22	£0

It's important to note that since 2017, South Gloucestershire Council has benefitted from a pilot scheme that's allowed it to keep all of the money it raises from Business Rates, rather than just a portion of it.

But that pilot scheme hasn't offset the millions it's lost from not getting any Revenue Support Grant funding whatsoever - hence continued rises in Council Tax:

Financial Year	South Glos Band D Council Tax per year
----------------	--

2014/15	£1245.20
2015/16	£1245.20
2016/17	£1295.00
2017/18	£1359.62
2018/19	£1441.07
2019/20	£1484.15
2020/21	£1543.37
2021/22	£1620.39

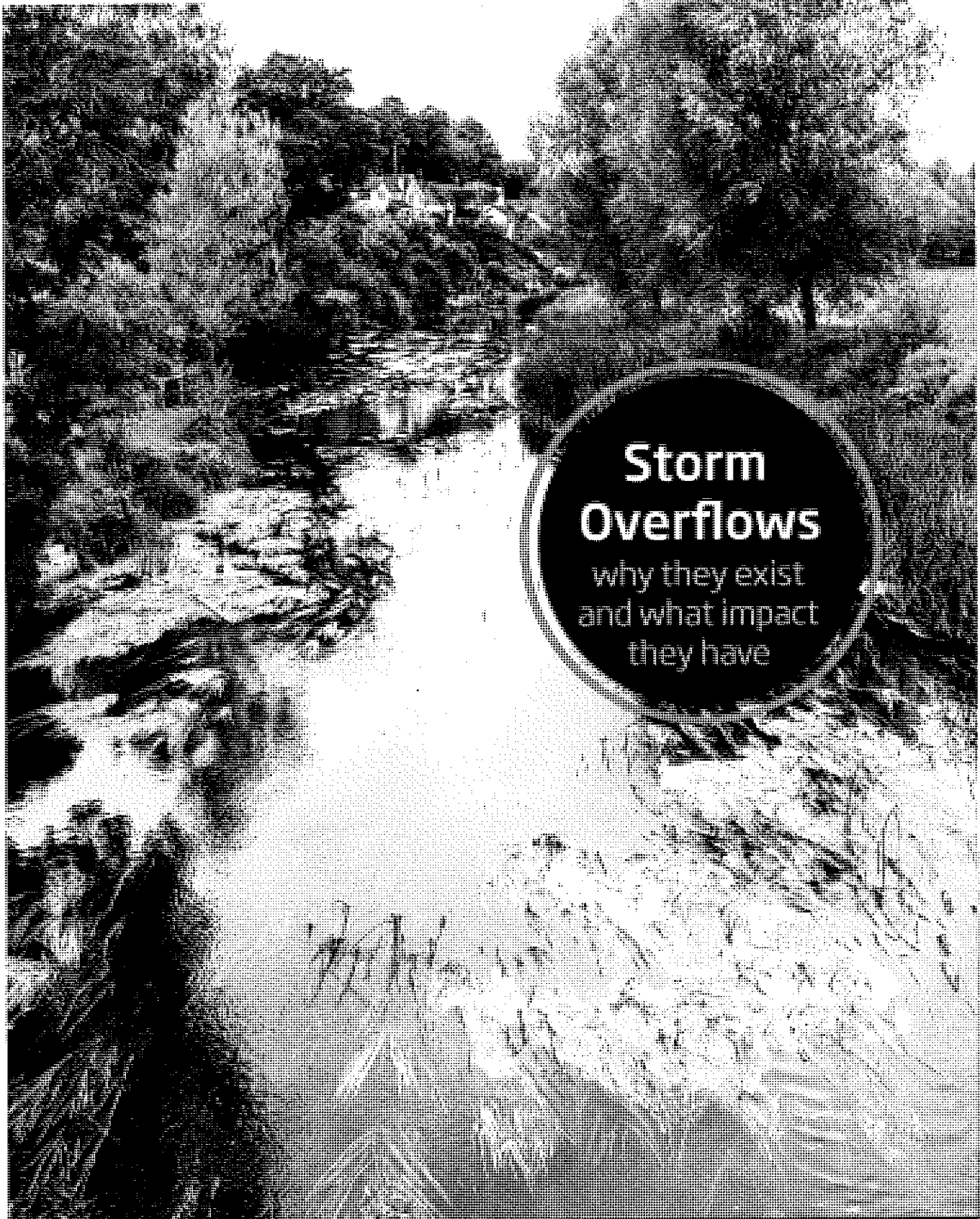
South Gloucestershire's Council Tax was frozen for five years, between 2011/12 and 2015/16 – a time when it was receiving significant sums from the Revenue Support Grant.

The latest South Gloucestershire Council Tax proposal for 2022/23 is an increase of 4%. It comes amid a spike in energy prices specifically, a rise in inflation generally, a 30 year high. 1.25% National Insurance rise, this will put a real squeeze on household budgets.

HMO Consultation on Article 4 Directive.

The Cabinet Executive Member decision to approve going forward to consult on the two proposed A4Ds was confirmed last week.

The consultation to start on 7th February which also ties in with the start of the Local Plan consultation.



Storm Overflows

why they exist
and what impact
they have



Wessex Water
YTL GROUP

FOR YOU. FOR LIFE.

What are storm overflows and why do we have them?

Storm overflows are part of an older type of sewer system (pre-1960s) when most properties were built with drains that carry together in one pipe, both surface water (run-off from roof gutters, patios, driveways and some highways) and foul water from homes and industry. This is called a combined sewer system.

The combined sewage is then transported to a water recycling centre for treatment and safe return to the environment.

During a storm, heavy or prolonged rainfall can rapidly increase the flow in a combined sewer and cause it to become overwhelmed as the capacity of the pipe is exceeded. Storm overflows are designed to release excess storm water into rivers or the sea when this happens. They act as relief valves and are only used during heavy rainstorms to protect properties from flooding and to prevent sewage from backing up and overflowing into streets and homes.

Most towns and cities in the UK have combined sewer systems and consequently all have storm overflows to protect properties from flooding during heavy rainfall. There are about 15,000 storm overflows in England – 1,289 of them are in Wessex Water's area.

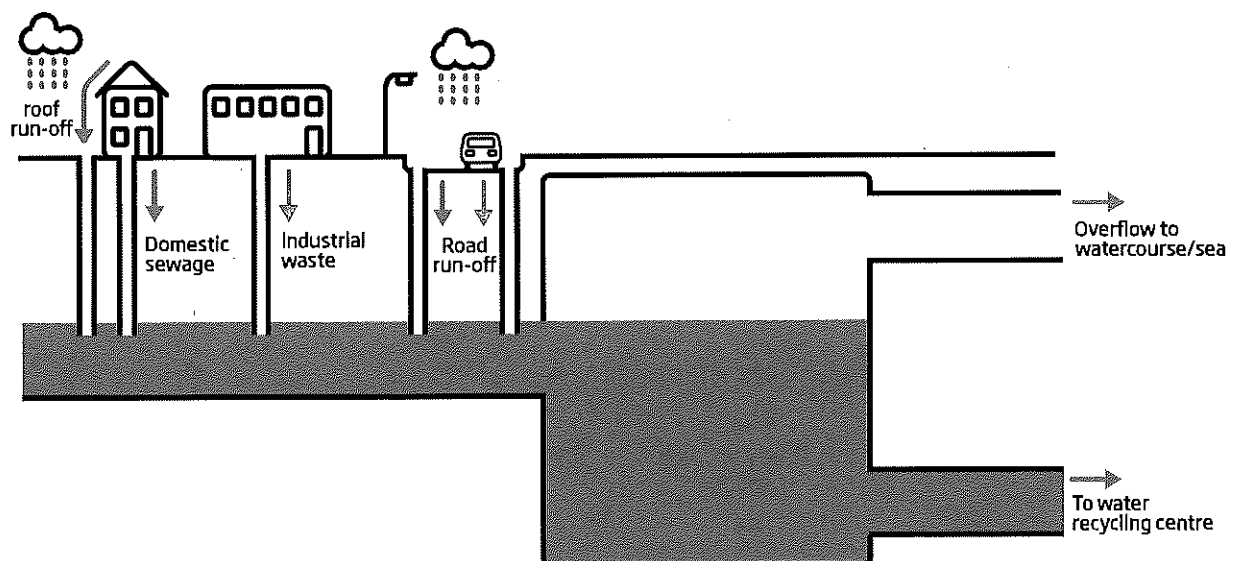
Separate sewer systems have been built in the UK since the 1960s. The more modern system has one pipe for foul water from homes and industry, and a separate pipe for surface water. The foul water is transported to water recycling centres for treatment and the surface water is discharged to a watercourse, the sea or into permeable ground.

The diagram below shows how a typical combined sewer system and storm overflow operates.

Pressures on the sewerage network

The sewerage network and the frequency of discharges from storm overflows is under increasing pressure:

- Despite separate sewer systems, property developers still have the right to connect surface water drainage pipes to the combined sewerage network. This passes the cost and problem further down the network, resulting in increases in overflow operation where overflows exist or a flooding risk where they don't. Sewerage legislation requires an urgent rethink to resolve many of the issues sewer overflows are causing.
- 'Urban Creep' and the growth of impermeable surfaces, leading to more surface water entering the system.
- Climate change giving rise to more extreme weather events and rainfall patterns
- In wet winters, the level of water in water-bearing rocks, can reach the ground and cause flooding. Even before it reaches this level, groundwater will be above the level of the sewers and can often flow into and flood drains, sewers and inspection chambers for weeks at a time and add to the volume of water discharged from storm overflows.
- Misuse of the sewerage network. The biggest scourge of them all is sewer blockages caused by wet wipes and fat being flushed down the loo or poured down the sink. These instances alone account for 75% of pollution incidents in our area. We clear around 13,000 blocked sewers each year. Reducing blockages improves the operation of the network and helps to reduce the frequency of spills from storm overflows.



Improvements to storm overflows

Between 2000 and 2020, we invested £181 million on upgrading 582 storm overflows across our region. That's around 45% of the storm overflows we manage. Between 2020 and 2025 we will invest a further £150 million on improvements. This will include carrying out 54 investigations into frequently spilling overflows and completing improvements to at least a further 13.

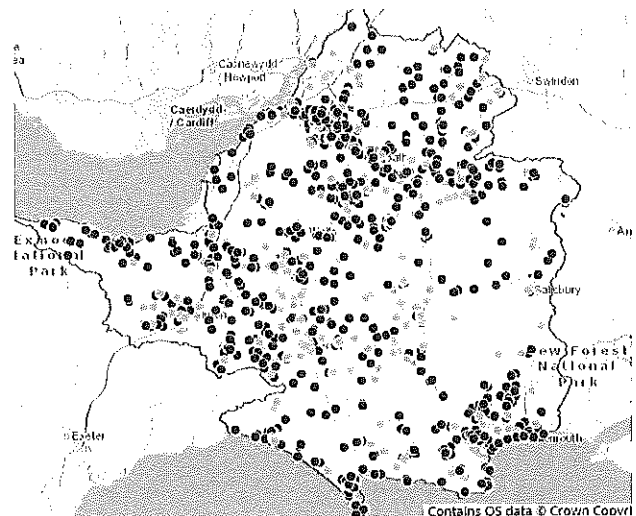
We will also increase the capacity of waste water that can be treated at 13 water recycling centres and increase storm tank storage capacity at 18 other centres. In addition, two sites are being improved to further benefit bathing water quality at Christchurch and Poole Harbour. These measures will reduce the frequency of discharges from improved sites.

Monitoring storm overflows

By March 2023 all of our storm overflows will have been fitted with a monitoring device. They are providing valuable data and a consistent way of monitoring how often and for how long storm overflows operate and their potential impact on river and bathing water quality.

The data helps us to plan for improvement works where storm overflows are not operating as we would expect. Information from the monitoring programme is reported annually and is publicly available.

The map of our region below shows where 971 monitors have been installed (dark blue), and where 318 monitors will be installed (light blue) by March 2023.



Storm overflows Taskforce

In August 2020 the Government set up a Storm Overflows Taskforce in response to sustained pressure from groups, individuals and the media about the operation of storm overflows. The revelation through the release of data from the monitoring programme, showing the frequency of spills from overflows, has coincided with a national surge in river use by swimmers and paddle-boarders who have drawn attention to water quality issues in some areas.

The Taskforce is made up of Defra, the Environment Agency, Ofwat, the Consumer Council for Water, Blueprint for Water and Water UK. It was established to:

“Develop proposals to significantly reduce the frequency and impact of sewage discharges from storm overflows with a range of ambitions from reducing spills to phasing out overflows.”

The work of the Taskforce is likely to result in legislation and include the long term goal to eliminate ‘harm’ from storm overflows. Measuring harm and the causes is multi-faceted.

Supporting the work

Wessex Water is supporting the work of the Taskforce by taking an active part in its discussions and by seconding an experienced member of staff to the team at Defra. We support the ambition to reduce impacts from storm overflows.

In an ideal world we wouldn’t have a combined sewer system, but many sewers were laid hundreds of years ago with areas, including town centres, built on top of the network of pipes. To upgrade the entire system is simply not feasible without massive and long-term roadworks disruption. In our region it would cost around £10 billion and increase customer sewerage bills by at least 100%.



Environmental impact of storm overflows

As storm overflows normally only operate during periods of intense rainfall, any foul water released from them will be very dilute because of the large volumes of rainwater within the system. Rarely is a pollution caused by storm overflows operating correctly as there is no significant environmental impact in terms of ammonia, suspended solids and biochemical oxygen demand.

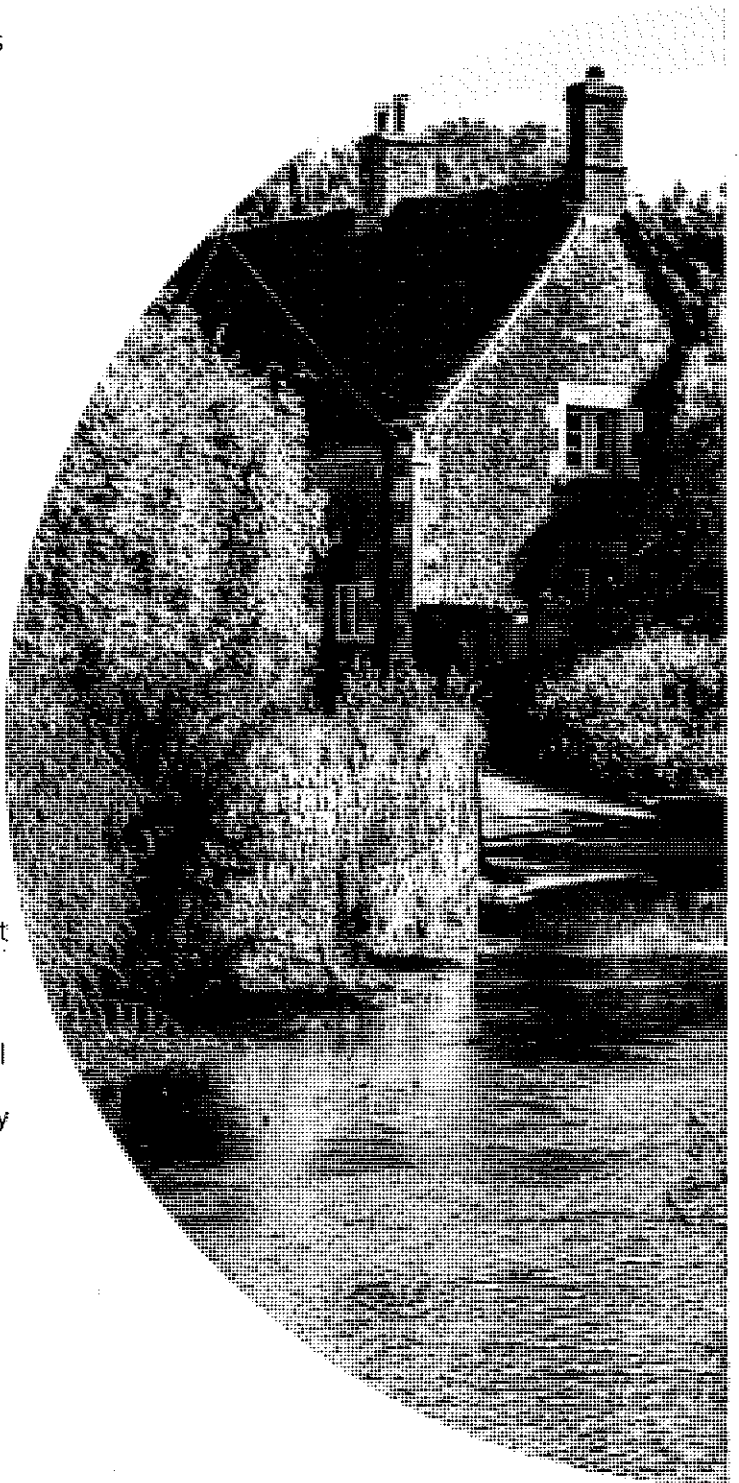
Impact on waterbodies

Publicly available information on the Government's Catchment Data Explorer, shows that storm overflows across the country have a very small environmental impact, contributing to less than 4% of environmental river water quality problems.

Only eight (2%) of the 444 waterbodies (ie streams, rivers, lakes, and the sea) in the Wessex Water region do not meet environmental standards due in part to the operation of storm overflows. There are many other causes of water quality problems in the catchments in our region.

These include run-off from roads and the urban environment; run off from agricultural land which may contain high levels of nutrients and chemicals from fertilisers and pesticides; impact of wild animals; misuse of the sewerage system through issues such as internal plumbing problems when foul water drainage (e.g. from toilets, dishwashers) is connected in error to surface water sewers that discharge straight to the environment and not the foul water sewer.

The Environment Agency regulates intermittent discharges from storm overflows through environmental permits. The main polluting load of the contents of a sewer should flow to the treatment centre, allowing very dilute sewage to overflow when the sewer capacity is exceeded.



Flows are further diluted by the receiving watercourses that will also be swollen by the same heavy rain. Many storm overflows are fitted with screens or scum boards that prevent debris entering the watercourse. However, there are occasions where prolonged discharges can have an environmental impact, for example, the growth of sewage related fungus. Reducing biological loads is usually achieved through a biological process (such as that used at water recycling centres) and requires space and often energy and chemicals to facilitate the growth of the bacteria required to break down the passing organic material.

Since most overflows are in urban areas, there is generally insufficient space for biological treatment. In situations where there is an environmental impact, these have usually been addressed through reducing spill frequency rather than additional treatment.

Our approach

We are not complacent, and are acutely aware of our customers' increasing concern about the effect storm overflows can have on our rivers and the sea. We are committed to doing more to prevent any harm being caused by storm overflows.

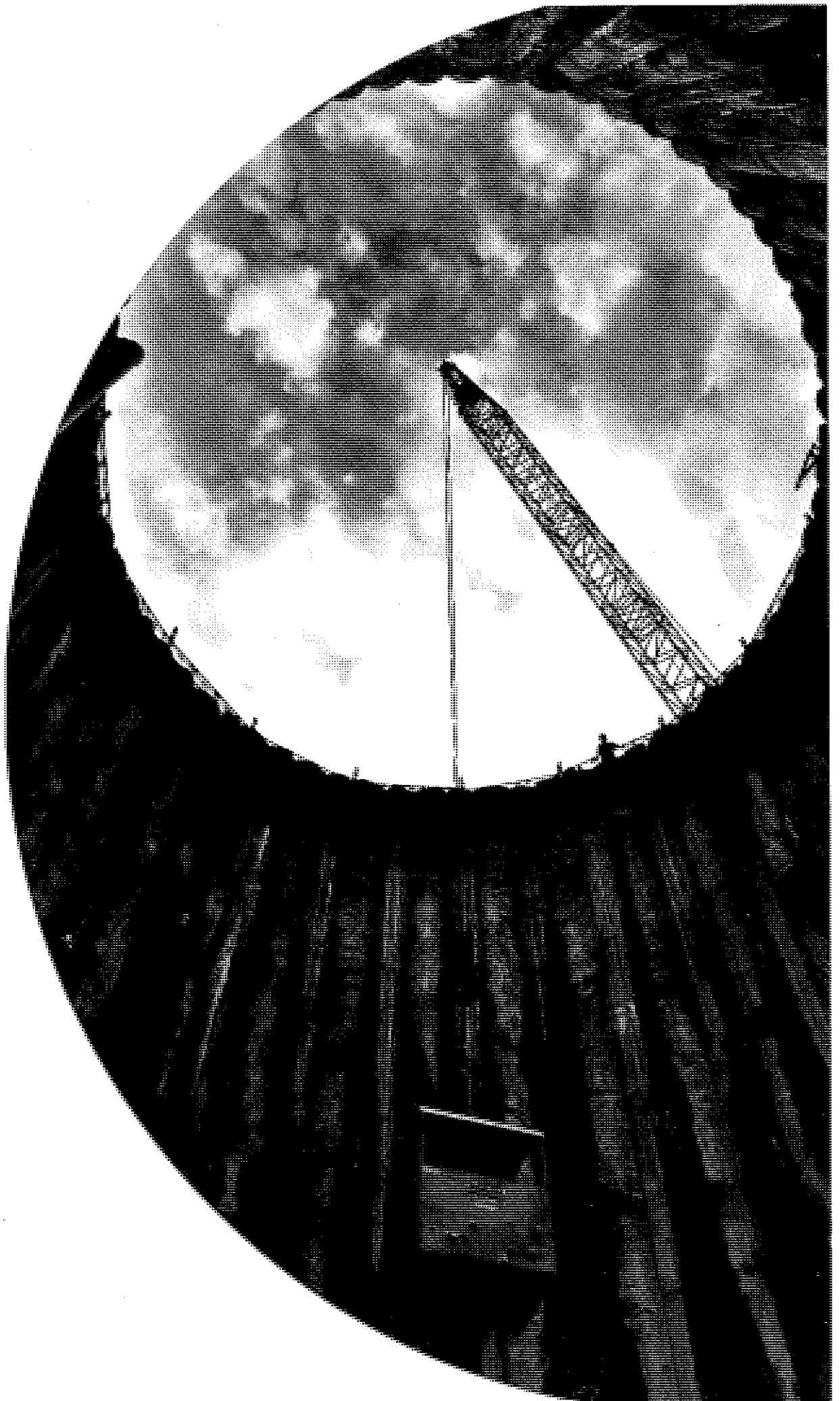
The monitoring devices fitted to our storm overflows and the pioneering use of AI technology will allow us to understand our network better and help us to prevent incidents happening in the first place. If a pollution incident or a not-permitted event does occur, we will be able to respond more quickly.

We support changes to environmental legislation and call on Government to work with the industry, regulators, NGOs and others to agree a plan to progressively eliminate the harm that some overflows can cause, starting with the most sensitive catchments.

It is important that we focus on eliminating harm, rather than a complete re-plumbing of the country's entire sewer system.

This is an achievable goal that will protect rivers, minimise our carbon impact, and keep water bills affordable.

For more information about Storm overflows please contact:
Wessex Water Claverton Down, Bath BA2 7JW
operational.enquiries@wessexwater.co.uk
0145 600 4 600





Wessex Water
YTL GROUP

FOR YOU. FOR LIFE.

SCHEDULE OF PLANNING APPLICATIONS 03/12/2021

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3828	P21/07143/F	25 Warren Road Filton South Gloucestershire BS34 7EN Erection of single storey rear and side extension to form additional living accommodation.	Thu 02 Dec 2021	Not within expiry date
F.3829	P21/07212/CLP	35 Third Avenue Filton South Gloucestershire BS7 0RS Installation of rear dormer to facilitate loft conversion and erection of single storey rear extension.	Fri 03 Dec 2021	Not within expiry date
F.3830	P21/07244/CLP	4 Kenmore Drive Filton South Gloucestershire BS7 0T Installation of rear dormer to facilitate loft conversion.	Mon 06 Dec 2021	Not within expiry date
F.3831	P21/07234/F	5 Mackle Road Filton South Gloucestershire BS34 7LY Erection of a single storey side and rear extension to form additional living accommodation.	Tue 07 Dec 2021	Not within expiry date
F.3832	P21/07320/CLP	849 Filton Avenue Filton South Gloucestershire BS34 7HJ Erection of single storey side elevation to provide additional living accommodation (Resubmission of P21/06249/CLP).	Wed 08 Dec 2021	Not within expiry date
F.3833	P21/06956/PNH	21 Kipling Road Filton South Gloucestershire BS7 0QP Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.6m, for which the maximum height would be 3.0m, and for which the height of the eaves would be 2.6m.	Thu 09 Dec 2021	OBJECTION Overdevelopment Not in keeping with use of flat roof 45 degree sight line not adhered to Loss of light to adjacent neighbour 18 Kipling Road Potential parking issues
F.3834	P20/01920/F	18 Gayner Road Filton South Gloucestershire BS7 0SW Demolition of existing porch and erection of new front porch.	Mon 13 Dec 2021	COMMENT Proposed porch not in keeping with neighbours
F.3835	P21/07533/F	74 Northville Road Filton South Gloucestershire BS7 0RG Erection of single storey rear/side extension to form additional living accommodation. Demolition of existing roofs and replacement with one sloped roof.	Wed 15 Dec 2021	COMMENT Potential light/shade concerns for neighbours
F.3836	P21/07494/F	1 Ninth Avenue Filton South Gloucestershire BS7 0QW Installation of hip to gable roof extension and erection of a two storey rear extension to form additional living accommodation.	Pending Consideration	OBJECTION Overdevelopment of property Potential parking issues Not in keeping with area
F.3837	P21/07108/F	12 Fifth Avenue Filton South Gloucestershire BS7 0LP Demolition of existing outbuilding. Erection of detached two storey building with other associated works to facilitate a change of use from a Class C4 (up to 6 person) house of multiple occupation to a 9 person house of multiple occupation (class sui generis) as defined by the Town and Country Planning (Use Classes) Order 1987 (as amended).	Thu 16 Dec 2021	OBJECTION Overdevelopment of site Too high density To high density of HMO inhabitants Main access via service lane not acceptable The proposal for a HMO (house in multiple occupation) of 9 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) 2013 and PPS9 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021

SCHEDULE OF PLANNING APPLICATIONS 03/12/2021

F.3838	P21/07563/F	109 Station Road Filton South Gloucestershire BS34 7JT Change of use from a small house in multiple occupation for 3-6 people (C4) to a large house in multiple occupation for up to 7 people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	Wed 15 Dec 2021	OBJECTION Overdevelopment The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021. Amount of general waste outside is unacceptable.
F.3837	P21/07595/F	53 Crophorne Road Filton South Gloucestershire BS7 0PT Erection of a hip-to-gable roof extension and installation of rear dormer window; erection of single storey side and rear extensions to facilitate a change of use from a residential dwelling (Class C3) to a large house in multiple occupation for up to 9 people (sui generis) as defined by the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 17 Dec 2021	OBJECTION Overdevelopment The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.
F.3838	P21/07594/F	53 Crophorne Road Filton South Gloucestershire BS7 0PT Erection of a hip-to-gable roof extension and installation of rear dormer window; erection of single storey side and rear extensions to facilitate a change of use from a residential dwelling (Class C3) to a large house in multiple occupation for up to 7 people (sui generis) as defined by the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 17 Dec 2021	OBJECTION Overdevelopment The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021.
F.3839	P21/07614/F	Units E And F Horizon 38 Taurus Road Patchway South Gloucestershire BS34 6FE Change of use to flexible mixed use of Offices and Light Industry, General Industry and Storage and Distribution (sui generis), and/or trade units (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 17 Dec 2021	No Comment

SCHEDULE OF PLANNING APPLICATIONS 13/01/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3841	P21/08168/F	95 Conygre Road Filton South Gloucestershire BS34 7DG Demolition of existing garage. Erection of a two-storey front and side extension to form porch and additional living accommodation. Construction of a hip to gable roof extension and rear dormer to facilitate loft conversion.	Sat 22 Jan 2022	OBJECTION Overdeveloped, not in keeping with neighbouring property's, over occupied, side extension's extra height and window are overshadowing adjacent property.
F.3842	P21/06673/F	55 Mortimer Road Filton South Gloucestershire BS34 7LG Installation of 1 no. front dormer to facilitate loft conversion. Demolition of garage and erection of 1 no. detached ancillary annexe.	Tue 25 Jan 2022	COMMENT Issues with access to the annexe
F.3843	P21/08167/F	38 Gloucester Road North Filton South Gloucestershire BS7 0SJ Erection of 1 no. dwelling with parking and associated works. (Re-submission of P21/06131/F)	Wed 26 Jan 2022	OBJECTION Restricted access to emergency services
F.3844	P22/00083/PNH	32 Canberra Grove Filton South Gloucestershire BS34 7DH The erection of a single storey rear extension that will extend beyond the rear wall of the original house by 5.99m, for which the maximum height will be 3.5m and for which the height of the eaves will be 3m.	Mon 31 Jan 2022	OBJECTION Loss of privacy and light for neighbour, insufficient plans
F.3845	P22/00095/PNRE	New Filton House Filton 20 Business Park Course Lane Filton South Gloucestershire BS34 7QS Prior notification of the intention to install roof mounted solar panels.	Tue 01 Feb 2022	NO COMMENT
F.3846	P22/00067/PNH I	39 Kenmore Crescent Filton South Gloucestershire BS7 0TJ The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.3 metres, for which the maximum height would be 3.3 metres, and for which the height of the eaves would be 3.0 metres.	Tue 01 Feb 2022	NO COMMENT
F.3854	P22/00121/CLP	41 Kenmore Crescent Filton South Gloucestershire BS7 0TJ Installation of hip to gable roof extension, 1 no. rear dormer and 1 no. front rooflight.	Wed 02 Feb 2022	COMMENT Privacy issue with side window would advise to use obscured glass.
	P22/00168/PNH	16 Hunters Way Filton South Gloucestershire BS34 7EW The erection of a single storey rear extension that will extend beyond the rear wall of the original dwellinghouse by 6 metres, with a maximum height of 3 metres, and for which the height of the eaves will be 3 metres.	Fri 04 Feb 2022	OBJECTION Over 50% property development, property footprint increased, loss of garden, loss of drainage and infiltration, lack of parking, loss of privacy and light for neighbours, overbearing build.
	P22/00187/F	19 Branksome Drive Filton South Gloucestershire BS34 7EG Erection of a two-storey side and single storey rear extensions, installation of 1 no. rear dormer to facilitate the change of use of 1 no. dwelling to 7 bedroom, 7 occupant house in multiple occupation (HMO) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Mon 07 Feb 2022	OBJECTION The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Core Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021
	P21/06534/F	678 Southmead Road Filton South Gloucestershire BS34 7RD Erection of 1 no. attached dwelling with parking, access on to Southmead Road and associated works.	Tue 08 Feb 2022	OBJECTION Insufficient access to 678 due to new property parking, space left is only sufficient for 1 car with 678 losing right of way. Insufficient living area and parking for a 3-bedroom property. Width of access at pinch point at left side of build. Drainage improvements noted by Filton Town Council.

LOCAL GOVERNMENT FINANCE ACT 1992 – SECTION 41
NOTIFICATION OF 2022/23 PRECEPT ON BILLING AUTHORITY

Filton Town Council	Parish/Town
----------------------------	--------------------

(* delete as applicable)

To South Gloucestershire Council

You are hereby directed to pay the sum of: £

986,694.00

(please insert the amount in words)

Nine hundred and eighty six thousand, six hundred and ninety four pounds.

in two equal instalments on 30th April 2022 and 30th September 2022 to:

Bank Name	NATWEST
Sort Code	
Account Number	
Bank Address	4 Church Road Filton South Gos BS34 7BL

Authorised at a meeting of the Council/Meeting* on Tuesday 11th January 2022

Signed on behalf of the Council/Meeting



Designation TOWN CLERK & RFO

When completed please return this form to:

ADDRESS FOR CORRESPONDENCE:

(Posted)

Greg Evans, S106 & CIL Officer, South Gloucestershire Council, Chief
Executive & Corporate Resources, Financial Services Division, PO Box 1953,
Bristol BS37 0DB

Tel No: 01454 865156

e-mail: greg.evans@southglos.gov.uk

Public Consultation Spreadsheet January 2022

Consultation	Summary
Provision of a Resettlement Support Services in South Gloucestershire South Gloucestershire Council is looking to re-procure its resettlement support service that provides support to refugee families that have been resettled in South Gloucestershire following acceptance onto either of the below Home Office schemes: UK Resettlement Scheme Afghan Relocation and Assistance Policy Resettlement Scheme Our consultation is running from the 10 November 2021 to the 28 January 2022 and asking for peoples/organisations views on how we should shape the service. The aim of the support service is to support families to achieve integration and self-sufficiency in their lives in the UK, being able over time to independently access local public services, feel at home and connected in their local community, and meet their own needs including housing, health, education, and employment. Families would be referred through to the Council via two current schemes (UK Resettlement Scheme or the ARAP scheme). Families would have support from the support service from 3 to 5 years (depending on what scheme they are referred through). The objectives of the support service would be to ensure either directly, or in partnership, that the following needs of the families are met: - Immigration status and related issues - Housing related support - Health and Wellbeing - Financial stability - Childcare and Education - Skills Training and Employment - Cultural and Community Integration - Self-dependency At the end of their support from the support service the families should be able to live as independently as possible from the support service and integrated within their local community. We would like to hear from you on how best to support families that are resettled through these schemes, we are also looking to seek the views of refugee families as well as professionals. Read the Initial Equalities Impact Assessment You can also request paper copies of the survey and consultation documents at any local library and One Stop Shop Email: Consultation@southglos.gov.uk Telephone: 01454 868009 Write to: FREEPOST SGC South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF	8 Dec 2021 22 Jan 2022

Public Consultation Spreadsheet January 2022

Consultation on School Term and Holiday Term dates for the academic year 2023-24. As in previous years, there have been discussions between the Local Authorities in the South West Region in order to enable, as far as possible, common proposed dates. Given the dates proposed in the region, South Gloucestershire proposes one model for consultation. This model set out a 195 day year within which schools would be responsible for identifying five staff inset days. The main features of the model are as follows: the first day of the school year is on Friday 1 September 2023; breaks of two full weeks at Christmas and Easter; a five-day break in October, February and May; the last day of the academic year is Tuesday 23 July 2024; the number of broken weeks is limited to two (at the start and end of the school year) You can ready the proposed term and holiday dates here. Any comment on this proposal may be sent to South Gloucestershire Council by email to charlotte.johnston@southglos.gov.uk A final recommended model will be determined by the Cabinet Member for Schools, Skills and Employment and published on the council website and circulated to schools.	14 Jan 2022	28 Feb 2022	
All Age Learning Disability Strategy Consultation The strategy sets out our vision and priorities for people of any age with a learning disability in South Gloucestershire for the period from April 2022 to March 2027. The strategy is the first All-age learning disability strategy for South Gloucestershire. It was developed with the Learning Difficulties Partnership Board and included input from key people including parents and carers, providers, practitioners, commissioners, schools, and adults and young people with learning disability. What is a Learning Disability? In South Gloucestershire we have adopted the Eric Emerson and Pauline Heslop "A working definition of learning disabilities". Learning disability includes the presence of: a significantly reduced ability to understand new or complex information, to learn new skills (impaired intelligence), with a reduced ability to cope independently (impaired social functioning) which started before adulthood, with a lasting effect on development. Examples of this would be difficulty with everyday activities -- for example household tasks, socialising or managing money -- which affects someone for their whole life. People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people. Many people with learning disability prefer to use the term 'learning difficulty'. About the strategy Our vision Our vision for the strategy is that people with a learning disability in South Gloucestershire will live safe, good, healthy and fulfilled lives as part of their community. They will have the right support at the right time to achieve their full potential. "Together we can and we will achieve." What this means By putting this strategy into action, we aim to achieve: 1) Effective planning for smooth transitions for young people preparing for adulthood. 2) Increase employment and vocational education and training opportunities for people with a learning disability.			

Public Consultation Spreadsheet January 2022

3) Provide a range of good quality housing and support options for people with a learning disability with a clear pathway on how to access them. 4) Promote independence - ensuring people are safe and connected to their community. 5) Promote support networks for family, friends, parent and carers who support people with a learning disability. 6) Work in partnership with health to deliver better health and wellbeing outcomes for people with a learning disability and their parents and carers. These are the six priorities that form the framework of the strategy that will enable us to deliver on our vision.				
--	--	--	--	--

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2022 and 19/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/01/2022	ABOVE & BEYOND	137	0.00		VOID CHEQUE
12/01/2022	BANE	138	0.00		VOID CHEQUE
12/01/2022	BIFFA	139	0.00		VOID CHEQUE
12/01/2022	CAPITAL CLEANING	140	0.00		VOID CHEQUE
12/01/2022	COMPLETE BUSINESS	141	0.00		VOID CHEQUE
12/01/2022	DLIT	142	0.00		VOID CHEQUE
12/01/2022	FIELDS	143	0.00		VOID CHEQUE
12/01/2022	FLEET LTD	144	0.00		VOID CHEQUE
12/01/2022	GLACIER ENVIRONMENTA	145	0.00		VOID CHEQUE
12/01/2022	INITIAL	146	0.00		VOID CHEQUE
12/01/2022	INSTYLE	147	0.00		VOID CHEQUE
12/01/2022	RIALTAS	148	0.00		VOID CHEQUE
12/01/2022	REAL WRAP CO	149	0.00		VOID CHEQUE
12/01/2022	RICOH - DD	150	0.00		VOID CHEQUE
12/01/2022	RLSS	151	0.00		VOID CHEQUE
12/01/2022	SOUTH GLOS NON RATES	152	0.00		VOID CHEQUE
12/01/2022	SURREY HILLS	153	0.00		VOID CHEQUE
12/01/2022	ERNEST TILL	154	0.00		VOID CHEQUE
12/01/2022	Above & Beyond	137	200.00		777-Above&Beyond Grant 21/22
12/01/2022	Bath & North East Somerset Cou	138	2,940.00		742-Acturial & Admin -Sept 21
12/01/2022	Biffa Waste Services Ltd	139	1,199.40		744-General waste empty
12/01/2022	Capital Cleaning (Kent) Ltd	140	90.37		746-T/rolls, disposable shoe
12/01/2022	Complete Business Solutions Gr	141	114.89		748-Copier printer ink
12/01/2022	DL I.T. Solutions Ltd	142	1,843.68		774-Fibre broadband-Bar
12/01/2022	National Playing Fields Associ	143	480.00		775-Field change request-prof.
12/01/2022	Fleet (Line Markers) Ltd	144	500.30		758-In house repair kombi
12/01/2022	Glacier environmental Ltd	145	1,469.82		760-New pump to main pool
12/01/2022	Rentokil Initial UK Ltd	146	91.44		761-Cleaning contract
12/01/2022	Instyle Marketing Services	147	162.00		762-External noticeboard
12/01/2022	Rialtas Business Solutions Ltd	148	70.80		763-MTD Annual fee
12/01/2022	The Real Wrap Co	149	51.84		783-Cafe purchase
12/01/2022	Ricoh UK Ltd	150	485.04		765-Copier charge Sept-Nov
12/01/2022	RLSS UK Enterprises Ltd	151	318.00		767-Lifeguard qualification
12/01/2022	South Gloucestershire Council	152	393.42		776-Payroll charge Oct-Dec21
12/01/2022	Surrey Hills Solicitors LLP	153	570.00		757-Proj charge for Provision
12/01/2022	Ernest Till (South West) & co	154	5,107.20		754-Repair failed EICR
12/01/2022	DL I.T. Solutions Ltd	155	120.00		825-Call charge Oct 21
Total Payments			16,208.20		

Filton Beat Team Report:

- We have conducted multiple drug warrants over Filton within the past two months uncovering approximately a million pound worth of cannabis. There was a number of arrests which have led to charges – some of the results from these warrants were covered by Bristol Live.
- We have not seen the usual large spike of non-dwelling burglaries over Nov-Jan targeting bikes/power tools – We have committed to provide both high-vis and plain clothes patrols to combat this. There was recently two dwelling burglaries where a suspect has been identified for both and consequently charged.
- There has been reports of ASB in Millennium Green in the form of two quad bikes and a scrambler bike over the Christmas period. We have conducted a number of reassurance patrols but have not unfortunately identified anyone yet. We are working with the Councillor around the design of the entrances and exits of the park to deter this kind of behaviour and have to strike a fine balance between the free flow of dog walkers/people enjoying the park with slowing down the people who are causing ASB. One of the PCSO's has engaged with a male smoking drugs within the field and has been moved on and hasn't been seen to return.
- The Neighbourhood Policing Team recently stopped a stolen motocross bike and managed to return it to its owner. These types of bikes will commonly be used to drive dangerously over park area's before being burnt out.
- There has been a number of reports from all primary schools in Filton regarding parking problems from residents. We have conducted multiple school patrols, engaging with parents, residents and the school Headmasters to send out notices within their school communications to parents informing them to park with consideration of the residents, other road users and primarily the safety of the children.
- Speed watch was carried out along Conygre Grove regarding reports of vehicle being driven at excess speed mainly during school pick-up/drop-off times.
- The Neighbourhood Team has conducted a number of bike marking events which allows members of the public to mark their bikes for free which assists in the returning of the bike to the correct owner once it has been recovered.

PRESENT: Cllrs: D Collins (Chair), B Mead (Vice Chair), K Briffett, M Chaudhry, A Kenyon, Dan Boardman, A Robinson, A Bird, T Mewies, C Wood

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

APOLOGIES: I Scott, A Doyle, A Monk

NON-ATTENDANCE: N/A

0338. APOLOGIES FOR ABSENCE: Apologies were noted

0339. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0340. DECLARATIONS OF INTEREST: None received

0341. SUBMISSIONS FROM PUBLIC: Various residents spoke regarding concerns about Millennium Green and ideas on how to improve the area discussions took place. It was agreed for FTC to investigate the excess brambles, contact South Glos Council regarding traffic calming on Northville Road. The Beat Team are already aware of the activity around drug taking reported by residents using the field. It was suggested for the Council to have one resident as a point of contact to ensure regular updates, this was agreed, and a resident was nominated, and details taken.

Action FTC Office

0342. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0343. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0344. SUBMISSION FROM MEMBERS:

i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr D Collins.

To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to:

1) restrict access for motorcycles.

2) secure enough to stop dogs running out on to the road.

3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.

After discussions, **voting took place 8 FOR 2 AGAINST Motion carried**

ii) Notice of Motion 2 proposed by Cllr C Wood and seconded by Cllr A Monk

“Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard”.

After a short discussion it voted **5 FOR 5 AGAINST with the Chair having the casting vote FOR. Motion carried**

0345. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 9th December 2021 and 13th January 2022. Noted for information purposes

ii) Precept requirement 2022/23 – the submission forms circulated were approved as an accurate record of FTC's requirement.

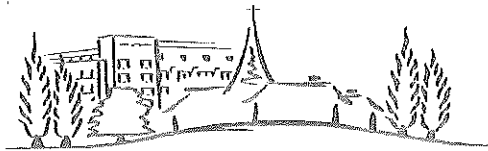
iii) Bank Signatory – extra member required. Cllr Doyle has offered to be extra signatory and this was agreed nem.con

0346. CONSULTATION SPREADSHEET: Noted for information purposes

0347. PAYMENTS FOR INFORMATION: Noted

0348. FILTON BEAT TEAM UPDATE: Report Noted

CHAIR ENDED MEETING AT 8.44PM



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 803918

17th February 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 22 February 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Submissions from the Public (max. 15mins).
5. ***Presentation/Update on Filton Community Plan – Debbie Teml F.A.C.E (pages 1-22)***
6. To approve the minutes of the meeting held 25th January 2022 *(pages 23-24)*
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update *(page 25)*
9. South Gloucestershire Reports:
 Cllr A Monk – *(pages 26-27)*
 Cllr C Wood – *(page 28)*
10. Submission from members –
11. Reports from Committees, Working Groups, and the Town Clerk:
 i) Planning Committee held 15th February 2022 *(pages 29-31)*
 ii) Full Council Finance and General Minutes 8th Feb 2022 *(page 32)*
 iii) Leisure Centre Contract update
12. Consultation Spreadsheet *(pages 33-35)*
13. Payments for Information

Filton Community Plan 2022-27



Summary Report



Contents

What has happened so far?

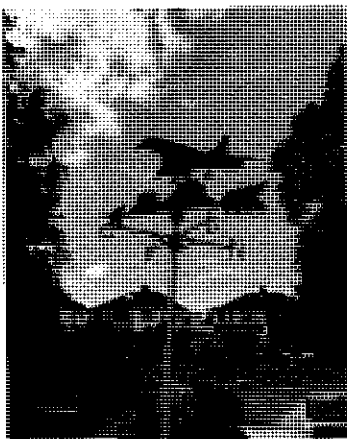
The shaping of the plan

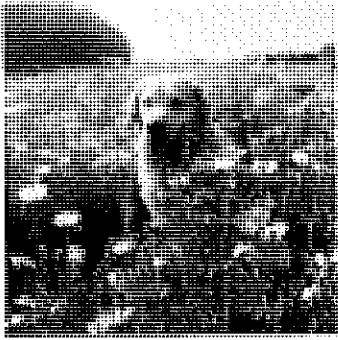
A Vision for Filton

What next?

How can you get involved?

Summary Action Plan





What has happened so far?

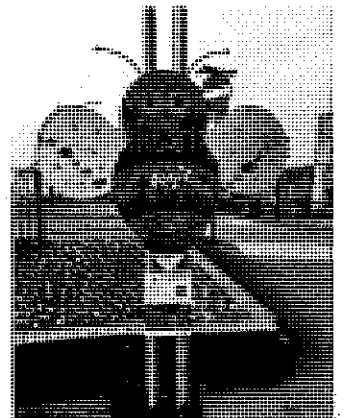
Filton was one of six designated 'Priority Neighbourhood' within South Gloucestershire 2003-2017. These areas were based on the national Indices of Deprivation.

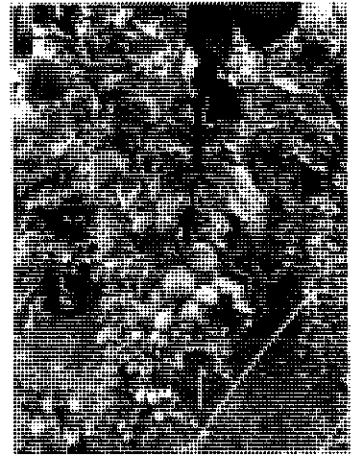
During that time, various residents and community groups including 'Filton People' worked towards improving the area. In around 2010 the organisation Southern Brooks Community Partnerships set up and coordinated the 'Filton Working Together' group which held working groups and themed meetings for residents together with council officers, community organisations, and stakeholders to drive initiatives to improve the local community. This model worked well and promoted positive actions, many of which shaped the town Filton is today.

In 2017 the 'Priority Neighbourhood' status was removed from Filton, taking with it extra financial resources, such as protected youth and children's work, community development work, Southern Brooks' facilitation, and other South Glos Council officer time.

Funded by Filton Town Council, Southern Brooks prepared a community plan for 2018-2022. The Covid-19 pandemic in 2020 brought a halt to that plan and all community working groups ceased.

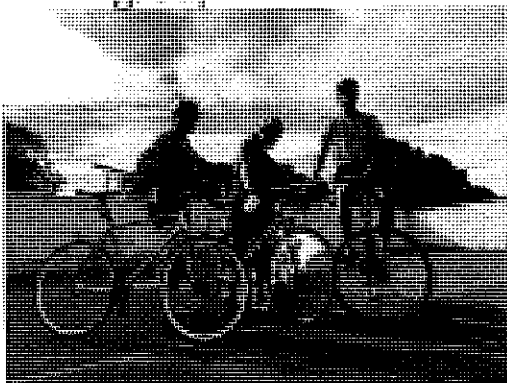
In May 2021 the Filton Town Council commissioned the charity FACE to pull together a new local consultation and create a new Filton Community Plan for 2022-27.





The shaping of the plan

- FACE presented a vision for the Community Plan to the Filton Town Council 'Parish Assembly' meeting in May 2021
- A 'Residents' Survey was then launched online in June and published in the July edition of the Filton Voice newspaper
- 3 community consultation events were held during July and August for residents to attend
- A photography competition ran during July-September
- A Business Breakfast and Working Lunch were held in September for businesses and community groups
- A 'Stakeholders' Survey was launched online in September and sent in the post to 130 businesses and organisations in Filton
- Filton Town Councillors meetings were held September - November
- Networking meetings took place July - October (e.g. with police, schools, council officers, etc.)
- School workshops in one Filton primary school in September, with over 120 children aged 7-11
- FACE then pulled together priority actions and concerns from all those groups and methods to form this summary.





The Vision

The Filton Community Plan will enable residents, stakeholders, and the councillors to work together to achieve common aims to improve the town.



The Filton Community Plan brings together ideas and actions under 5 headings, which are set out in 5 chapters.

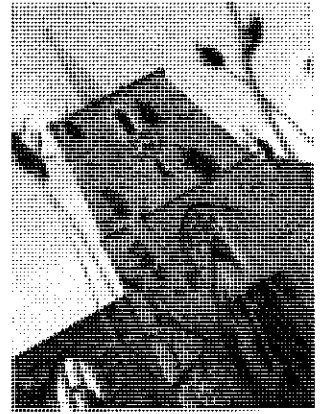
Each chapter has a summary from the public and stakeholders consultations of what is currently working well and what needs to be improved.

There then follows an action plan for each chapter.

This document is a summary of the plan, which is an evolving and live document.

The full Plan is available at:
...filtoncommunityplanwebsite...





What next?

The Filton Community Plan website will be launched in Spring 2022 and working groups will be established to facilitate the action plan.

Progress on the plan will be reported quarterly through a public newsletter and report to a public Filton Town Council meeting. Regular updates will also be posted on the website.

How can you get involved?

Whether you are a resident, community group, business or local organisation, we would love for you to be involved in developing the Filton Community Plan and improving life in the town.

To find out how you can contribute to this exciting work, please contact ..person to be confirmed...





What is working

Filton has a great community feel, which was highlighted during the Covid-19 pandemic

There are some great community spaces and a mixture of activities for all ages

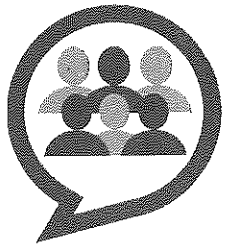
Filton has great accessibility and 80% of people feel it is generally a safe area to live

The town has a library and swimming pool, which other areas don't

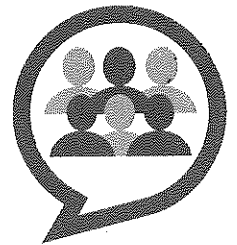
There are active community organisations and volunteers

**"We have so much going for us
as a town, we just don't
celebrate it enough!"**

Survey respondent



Let's improve



Investment in local activity/sport and enhancing the leisure centre is needed

Need more support for Under 5s and their parents

Social issues - such as fly tipping, anti-social behaviour, drug misuse, mental health and social isolation - have an impact on community life

Some community assets are not well utilised for the whole community

Need to improve the relationships between neighbours

Activities are not well advertised, so people do not know what is going on

Playground maintenance plan is needed

'Filton Community Heroes' events would be good

More Youth services provision

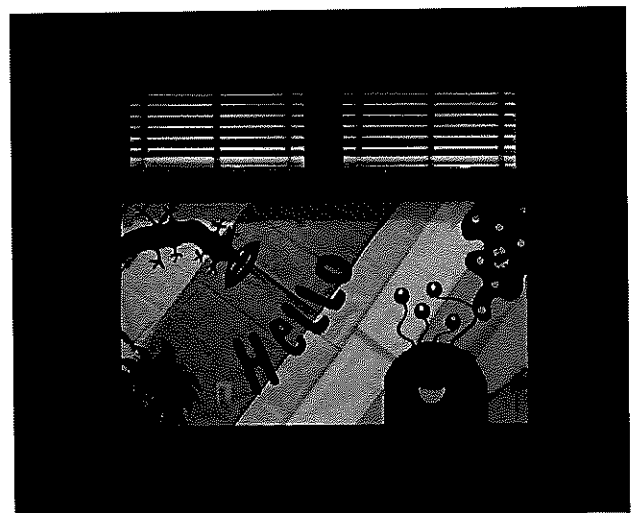
Town Councillors are not always visible in their wards

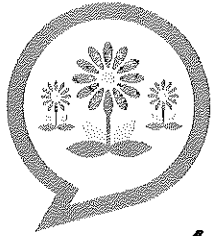
Better awareness of diversity and cultural issues needed



Action Plan

- 1.1 Improve Filton Leisure Centre and 'active' initiatives
- 1.2 Retain and maintain good quality, accessible community spaces
- 1.3 More community events to bring people together
- 1.4 Help new people feel welcome
- 1.5 More Under 5s provision and support for parents
- 1.6 Promote positivity and pride in Filton
- 1.7 Celebrate diversity in Filton
- 1.8 Foster better relationships with the police
- 1.9 Audit and update youth provision to ensure needs are met





*Environment and
Green Spaces*

What is working

Filton has a wonderful Community Garden, run by
volunteers

There are lots of open green spaces, wildlife and trees

Filton is a Fairtrade Town

Town Council target to become Carbon Neutral by 2050

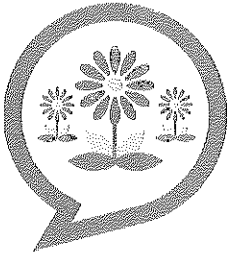
Filton has a few areas of allotments

Filton schools engaging in Forest School and outdoor play

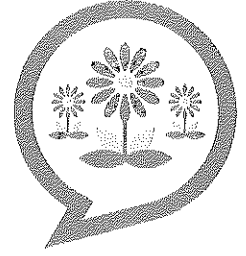
Children are actively engaged in environmental issues and
want to see change

**"Filton Community Garden gives me
freedom, peace of mind, and also space
to enjoy with my grandchildren!"**

Survey respondent



Let's improve



74% of adults and 64% children think littering and dog's mess needs improving - more litter bins and recycling bins in public areas needed, and community litter picks

Reduce use of single-use plastics - starting with Town Council venues

Create a local Nature Plan and a Green Map

Focus on Filton takeaways to improve use of compostable containers and improve littering issues

Better maintenance of allotments, so not overwhelming for new people

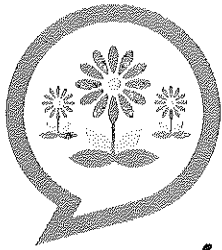
Improve use of verges, street décor and flower baskets

Benches in the shade needed at Millennium Green

Let's hold a Filton in Bloom competition

Electric car charging points at Filton Leisure Centre

Development of space, e.g. at the bottom of Elm Park and behind Canberra Grove, for community wildlife areas



*Environment and
Green Spaces*

Action Plan

- 2.1 Create a Filton Nature Plan and Green Map
- 2.2 Become a 'Green Town'
- 2.3 Enhance verges and improve Filton streets
- 2.4 Keep Filton Tidy campaigns
- 2.5 Develop a community vegetable patch
- 2.6 Explore better use of disused spaces for wildlife and biodiversity
- 2.7 Carbon Neutral Plan action group
- 2.8 Filton Town Council Green Audit
- 2.9 Actively maintain 'Fairtrade Town' status





What is working

82% of people find it easy to get around in Filton

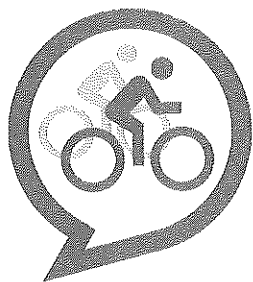
Filton has easy access - within 2 hours by road or rail you can be in the city centre, at the countryside, or on a beach!

It is a perfect location for students, high quality employers, and has great local schools for families

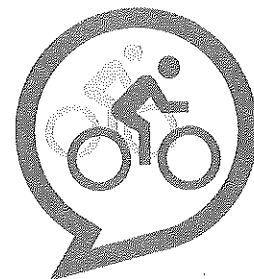
Filton is cheaper than living in a city centre, yet has the feel of a large vibrant town

There is a mixture of housing stock and a multi-generational feel to the town

"It's the best of both worlds as a suburb and near to a city centre!"
Survey respondent



Let's improve



There is seemingly a lack of care from landlords and transient populations about the area

There is too much negativity on social media making people feel unwelcome

24% of people don't enjoy living in Filton

Crime seems to be high at the moment - especially burglaries and non-residential dwellings

Conygre area suffers with no public transport links

Pavements are overgrown and cars park across them making it unsightly and unsafe

Need to campaign at South Glos Council Policy level ,so Filton doesn't get forgotten

School parking and e-scooter use needs to improved

Need to instil pride in the area and better neighbourliness



Action Plan

- 3.1 School parking campaigns
- 3.2 Explore and promote Green Travel routes
- 3.3 Improve safety and use of e-scooters
- 3.4 Electric vehicle charging points at Elm Park
- 3.5 Improve parking provisions across the area (disabled spaces, residents schemes, better parking, etc.)
- 3.6 Ward Councillors audits and inspections in their wards
- 3.7 Develop better community cohesion between organisations, councillors, and public
- 3.8 Improve lighting
- 3.9 Establish an active landlords' association





What is working

Filton has a great selection of primary schools

There are mixed retail areas, together with large and small businesses, on our doorstep

We have a college and university within walking distance

Local employers providing apprenticeships

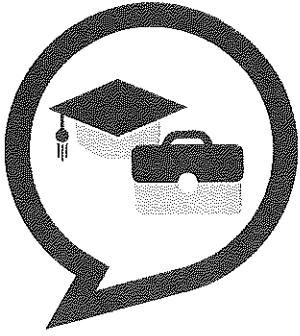
Children are happy in Filton

Local community organisations provide volunteering opportunities

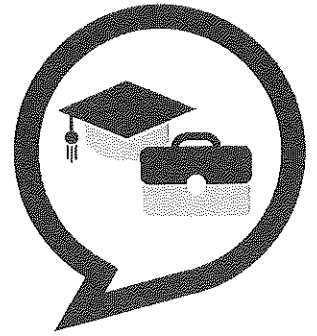
Adult education courses and Community Learning opportunities are run weekly in Filton

"Educate people about what we already have, promote it widely and celebrate it. We are not a deprived area, but sometimes we act like it!"

Survey respondent



Let's improve



Regular networking events needed

Encourage diversity in businesses and encourage start-ups
and more apprenticeships

Pop-up markets or local tradespeople events

More partnership opportunities with the local multi-nationals
(Airbus, Rolls Royce, YTL, etc)

Cultural days and events to highlight diversity in the economy

Need more places to just sit and have a relaxed coffee

More spaces for remote working / meetings

Break down the digital divide

Local job advertising - needs to be affordable

Healthy food and vegan options

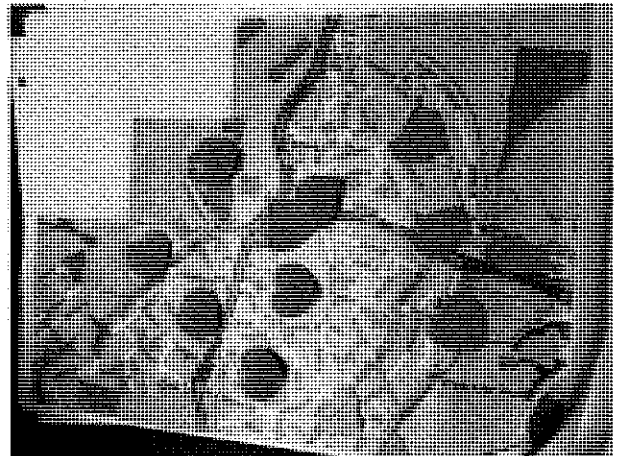
Improve financial capabilities and safety

Pharmacy and post office missed at Filton Park



Action Plan

- 4.1 Form a Filton Traders Association (or similar)
- 4.2 Deliver financial management sessions
- 4.3 Regular networking events
- 4.4 Breakdown the digital divide
- 4.5 Promote local jobs and volunteering opportunities
- 4.6 Explore and enhance school catchment areas
- 4.7 Encourage business diversity and improve spread of provisions across the town
- 4.8 Improve adult education provision
- 4.9 Filton traders events
- 4.10 Promote local businesses and charities more visibly





What is working

Filton Voice monthly free newspaper is a valued source of information - especially for those not online

Active South Gloucestershire Councillors respond to requests through email / social media

There is a town council who meet regularly and could be a mechanism for local change

Active community groups and charities advocating on behalf of disadvantaged people

The community survey was a welcome chance for people to be consulted and feel listened to.

"It is nice to be asked what I think"

"It's sad there are a minority of people spreading negativity online, not focusing on getting off their keyboards and doing something positive to change their perspective"

Survey respondent



Let's improve



Filton Town Council media strategy, improved website and communication channels

Regular focused awareness campaigns of local issues

Quarterly ward surgeries or events for councillors to be alongside ward residents

Improve publicity of Town Council meetings and accessibility of information

Improved opportunity for public submissions to town council (suggestion box at leisure centre?)

Diversity in the community to be celebrated more

Develop a regular youth forum

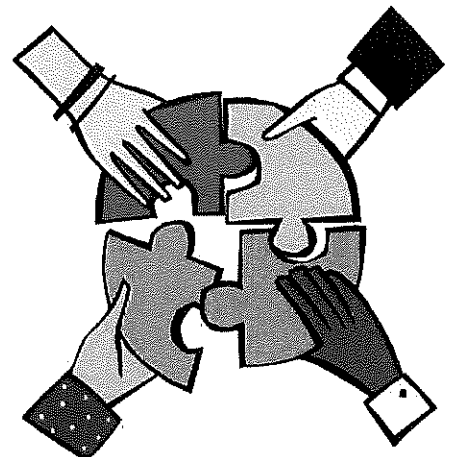
Town Modelling exercise to be undertaken with South Gloucestershire Council

Raise profile of South Gloucestershire consultations to ensure Filton is not overlooked



Action Plan

- 5.1 Create and implement a new Filton Communication and Media Strategy
- 5.2 Improve online presence (website & social media)
- 5.3 Develop better councillor/resident relationships
- 5.4 Raise profile of Filton in South Gloucestershire
- 5.5 Enhance Young Peoples' Voice in Filton
- 5.6 Improve engagement in Filton Town Council meetings and events
- 5.7 Ward councillors active in their wards
- 5.8 Implement a suggestion box and update on actions
- 5.9 Filton Neighbourhood Planning to be undertaken, with South Gloucestershire Council



**For more information
about the development of
the Plan please contact:**



Town Council office
01454 866698



FACE office
0117 9691938

PRESENT: Cllrs: D Collins (Chair), B Mead (Vice Chair), K Briffett, M Chaudhry, A Kenyon, Dan Boardman, A Robinson, A Bird, T Mewies, C Wood

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

APOLOGIES: I Scott, A Doyle, A Monk

NON-ATTENDANCE: N/A

0338. APOLOGIES FOR ABSENCE: Apologies were noted

0339. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0340. DECLARATIONS OF INTEREST: None received

0341. SUBMISSIONS FROM PUBLIC: Various residents spoke regarding concerns about Millennium Green and ideas on how to improve the area discussions took place. It was agreed for FTC to investigate the excess brambles, contact South Glos Council regarding traffic calming on Northville Road. The Beat Team are already aware of the activity around drug taking reported by residents using the field. It was suggested for the Council to have one resident as a point of contact to ensure regular updates, this was agreed, and a resident was nominated, and details taken.

Action FTC Office

0342. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0343. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0344. SUBMISSION FROM MEMBERS:

i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr D Collins.

To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to:

1) restrict access for motorcycles.

2) secure enough to stop dogs running out on to the road.

3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.

After discussions, **voting took place 8 FOR 2 AGAINST Motion carried**

ii) Notice of Motion 2 proposed by Cllr C Wood and seconded by Cllr A Monk

"Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard".

After a short discussion it voted **5 FOR 5 AGAINST with the Chair having the casting vote FOR. Motion carried**

0345. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 9th December 2021 and 13th January 2022. Noted for information purposes

ii) Precept requirement 2022/23 – the submission forms circulated were approved as an accurate record of FTC's requirement.

iii) Bank Signatory – extra member required. Cllr Doyle has offered to be extra signatory and this was agreed nem.con

0346. CONSULTATION SPREADSHEET: Noted for information purposes

0347. PAYMENTS FOR INFORMATION: Noted

0348. FILTON BEAT TEAM UPDATE: Report Noted

CHAIR ENDED MEETING AT 8.44PM

Filton Beat Team Report

We have not seen the usual large spike of burglaries and non-dwelling burglaries over the winter months. Burglary reports continue to be low at this current time. We are still committed to providing both high-visibility and plain clothes patrols in and around the area.

There has been several shoplifting offences in and around the Filton area predominantly Filton Avenue and Shield retail park. Work is ongoing with the stores to collate the evidence and suspects are being actively sought.

There had previously been several reports of ASB in Millennium Green in the form of two quad bikes and a scrambler bike. We have continued to conduct a number of reassurance patrols at both Millennium green and Elm Park, but have not unfortunately identified anyone yet or located the riders. Officers recently located an abandoned small motor bike which had been set alight. Unfortunately there was no lines of enquiry in relation to this. The reports of ASB in this area seem to be less frequent.

Recent ASB seems to have been centred on Abbeywood Retail Park and primarily McDonalds. Patrols have been conducted and several groups have been moved on. Officers have engaged with E scooter riders, with one youth detained and E scooter seized following ASB issues.

We have continued to conduct multiple school patrols at drop off and pick up time. There has been engagement with parents and residents to address parking issues. Complaints of issues and confrontations have declined. Schools have sent out notices within their school communications to parents informing them to park with consideration of the residents, other road users and primarily the safety of the children.

Police have also recently undertaken a school talk to Pupils at Shield, engaging with year 6 pupil's reference internet safety.

Several parking and driving complaints have been received in relation to Conygre grove, Filton Avenue and Northville road. Officers have carried out patrols and liaised with the informants following reports. PCSO'S have engaged with South Gloucestershire council to highlight issues and active patrols will continue to monitor and deal with any issues.

Councillor Adam Monk Report to Filton Town Council February 2022

In my last report, I made a mistake quoting a 4 % increase, that was incorrect. The increase voted upon on February 16th at South Glos Council will see Tax will increase by 2.99% for the SGC element.

The Revenue Support Grant is a pot of central government money divvied out to councils, for them to use as they see fit.

South Gloucestershire used to receive millions of pounds in Revenue Support Grant funding. Today, it doesn't get a penny:

Financial Year	South Glos RSG funding
2014/15	£43,171m
2015/16	£34,887m
2016/17	£25.3m
2017/18	£0
2018/19	£0
2019/20	£0
2020/21	£0
2021/22	£0

It's important to note that since 2017, South Gloucestershire Council has benefitted from a pilot scheme that's allowed it to keep all of the money it raises from Business Rates, rather than just a portion of it. This is a pilot scheme hasn't offset the millions it's lost from not getting any Revenue Support Grant funding whatsoever - hence continued rises in Council Tax: In addition, this is a pilot and is currently being extended by one year.

Financial Year	South Glos Band D Council Tax per year
2014/15	£1245.20
2015/16	£1245.20
2016/17	£1295.00
2017/18	£1359.62
2018/19	£1441.07

2019/20	£1484.15
2020/21	£1543.37
2021/22	£1620.39

South Gloucestershire's Council Tax was frozen for five years, between 2011/12 and 2015/16 – a time when it was receiving significant sums from the Revenue Support Grant.

South Glos has maintained a balanced budget but it must be recognised that is down to a large number of one off grants. The current balanced 4 year budget is achieved by using a significant portion of reserves taking them to the recommended minimum at the end of that 4 year term.

I am pleased to say that the Labour group pretended 2 amendments which were unanimously accepted, they were 2.

1, £ 75,000.00 to provide additional funding for therapeutical intervention for victims of serious sexual abuse. This reducing will reduce the wating time for 50 users of the service from 48 months to 3 months.

2, £7,300.00 to provide 10 climate adaption workshops for key stage 2 children. These workshops will provide young people with the skills required to dela with climate extremities such as heat and flooding.

HMO Consultation on Article 4 Directive.

The consultation commenced on 7th February which also ties in with the start of the Local Plan consultation. Households within Filton will receive a letter through their front door by now or in the very near future.

Councillor Chris Wood Report

We have had our first success in combatting the number of inappropriate HMO planning applications. Following the submission of an HMO application on Fifth Avenue in Filton (P21/07108/F), South Gloucestershire Council concluded that it exceeded the acceptable threshold within the area under new guidance introduced last year. This would mean it would adversely impact the community and so was recommended refusal. Recent years have seen an increase in HMOs in Filton, with the concentration of cases in some areas resulting in anti-social behaviour, parking pressures, waste and recycling management and noise complaints.

Working to stem the tide, South Gloucestershire Council approved a new Supplementary Planning Document (SPD) in September 2021, which requires new HMO applications to meet planning policy requirements. This was further supported by plans announced at the end of last year to introduce an Article 4 Direction, a means by which the Council can require developments such as HMO applications which don't normally requiring planning permission to have to apply and be considered against planning policy and the impact it would have on the local community.

I am absolutely delighted that we have seen our first success in our attempts to stem the tide of HMO applications in Filton which, if left unchecked, will have an irreversible negative impact on our community. I will continue to oppose unnecessary applications that are of no benefit to Filton and look forward to seeing future successes come through.

South Gloucestershire Council's Article 4 Direction (A4Ds) consultation went live on Monday 7th February. Details providing further explanation about A4Ds, what's being proposed and why and how to make comments can be accessed via this link <http://www.southglos.gov.uk/planning-policy-guidance>

The consultation is promoted via:

- On the South Gloucestershire Council's website <https://beta.southglos.gov.uk/planning-policy-guidance>
- Local media and social media on South Gloucestershire Council's Facebook page
- Through an advert in Western Daily Press which covers the whole of South Gloucestershire Council area
- Through an advert in the March edition of Filton Voice
- Public Notices placed across the two proposed A4D boundary areas.
- In South Gloucestershire Libraries and One-Stop Shops (please refer to www.southglos.gov.uk/libraries for locations and opening times).
- Letter delivered to every household within the two proposed A4D boundary areas
- Email/ letter sent to everyone on the South Gloucestershire Council's Local Plan database
- The West of England Landlords forum and to landlords of Licenced HMO properties in South Gloucestershire
- Our equalities partners with the objective to strengthen community and stakeholder involvement and awareness of the procedures for implementing the A4Ds.

Cllr Christopher Wood

South Gloucestershire District Council

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3851	P22/00519/CLP	180 Conygre Grove Filton South Gloucestershire BS34 7HZ Erection of single storey rear and side extension to form additional living accommodation.	Mon 21 Feb 2022	Comment - Query suitable drainage system - Insufficient parking - Query roof choice?
F.3852	P22/00522/F	42 Wades Road Filton South Gloucestershire BS34 7ED Erection of two storey and single storey rear extension and installation of rear dormer with hip-to-gable roof extension to facilitate change of use from a small house in multiple occupation for 3-6 people (C4) to a large house in multiple occupation for up to 7 people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include alteration to pedestrian access.	Tue 22 Feb 2022	Objection - Already 6 bed HMO at 48 and 20 Mackie Road - Insufficient parking - Sandwiched residents between the HMO's, - Loss of outside amenity space, - Overdevelopment - Increased burden on sewage and drainage system, - The proposal for a HMO (house in multiple occupation) of 7 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSp39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

F.3853	P22/00589/HH	1 Roycroft Road Filton South Gloucestershire BS34 7NL Erection of single rear extension to provide additional living accommodation.	Fri 25 Feb 2022	Objection • Already 6 bed HMO at 3 + 5 Roycroft Rd and 2-6 Brabazon Rd • Overdevelopment • The proposal for a HMO (house in multiple occupation) of 6 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021
F.3854	P21/07614/F	Units E And F Horizon 38 Taurus Road Patchway South Gloucestershire BS34 6FE Change of use to a flexible mixed use within Use Classes E(g), B2 and B8 (with ancillary trade counters) and as a Construction Apprenticeship Training Centre (Use Class F1(a)) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Sat 26 Feb 2022	No Comment
F.3855	P22/00642/F	42 Mayville Avenue Filton South Gloucestershire BS34 7AB Erection of single storey side and rear extensions and installation of rear dormer to facilitate loft conversion including vehicle parking, bin storage and cycle parking to accommodate Change of Use from C4 HMO to ten bedroom large house in multiple occupation (Sui Generis) for up to ten people.	Tue 01 Mar 2022	Objection • Overdevelopment • Insufficient parking • Lack of bus provision to supply non drivers • Already 6 bed HMO's 6,19,36 Boverton Rd, 7,10,26,29 Rodney Crescent, and 22 Glebelands • The proposal for a HMO (house in multiple occupation) of 10 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

F.3856	P22/00578/CLP	23 Mackie Grove Filton South Gloucestershire BS34 7NG Installation of rear dormer to facilitate loft conversion.	Tue 01 Mar 2022	Comment • Insufficient parking
F.3857	P21/07154/F	15 Braemar Crescent Filton South Gloucestershire BS7 0TD Change of use from residential dwelling (C3) to a eight-bedroom large house in multiple occupation (Sui Generis) for up to eight people (including erection of side/rear extension and loft conversion/dormer - for which approval has already been granted) with parking, bin and cycle storage.	Not set	
F.3858	P21/02612/F	54 Fourth Avenue Filton South Gloucestershire BS7 0RW Demolition of existing garage and lean-to rear extension. Erection of two storey side and single storey rear extension to form additional living accommodation. (Resubmission P21/02612/F)	Thu 03 Mar 2022	Comment • Query access to third parking space
F.3859	P22/00649/HH	20 Charborough Road Filton South Gloucestershire BS34 7QZ Erection of a two and first floor side extension to form additional living accommodation.	Fri 04 Mar 2022	Comment • Insufficient parking
F.3860	P22/00726/HH	682 Southmead Road Filton South Gloucestershire BS34 7QJ Erection of a first floor side and rear extension to form additional living accommodation.	Mon 07 Mar 2022	Comment • Loss of light to the neighbour • Visually improves the house
F.3861	P22/00840/HH	18 Eleventh Avenue Filton South Gloucestershire BS7 0QN Erection of single and two storey rear extension and front porch to form additional living accommodation	Tue 08 Mar 2022	No Comment

PRESENT: Cllrs: T Mewies (Vice Chair) D Collins, A Bird, D Boardman, K Briffett, A Kenyon, I Scott, M Chaudhry, T Mewies, A Robinson, C Wood,
ALSO, PRESENT: Carla Westcott (Town Council Support Officer)
APOLOGIES: A Doyle (Chair), A Monk
NON-ATTENDANCE: N/A

0336. APOLOGIES FOR ABSENCE: Apologies were noted

0337. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0338. DECLARATIONS OF INTEREST: There were none.

0339. TO APPROVE THE MINUTES OF THE MEETING HELD 11th JANUARY 2022: The minutes were approved as accurate.

0340. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

i) Notice of Motion 1 proposed by Cllr A Robinson and seconded by Cllr A Bird

To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council.

Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees.

Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.

It was voted **UNANIMOUSLY FOR** . The Motion was carried

0341. PUBLIC PARTICIPATION: No Submission

0342. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Filton Leisure Centre Update. The meeting had been moved until 14th February so no update available until next Full Council Meeting

0343. GRANT APPLICATION: - North Bristol Colour Guard:

B Coulter attended with a member of the group presented and answered all questions.

It proposed and seconded and voted **UNANIMOUSLY FOR** to award the whole amount to the application.

ACTION FTC Office

0344. PAYMENTS FOR INFORMATION: The documents were not available as accounts had not visited since previous meeting.

THE CHAIR CLOSED THE MEETING AT 7.55pm

Public Consultation Spreadsheet February 2022

Consultation	Consultation Period	Summary
Houses in Multiple Occupation Article 4 Direction Proposal		To withdraw specified permitted development rights to convert dwelling houses (C3) to small Houses in Multiple Occupation (HMO) (C4) without planning permission, within specifically defined areas of Filton and Stoke Park & Cheswick wards through a direction made under Schedule 3 Procedures for Article 4 Directions of the Town and Country Planning (General Permitted Development) Order 2015. South Gloucestershire Council is now consulting on making an Article 4 Direction to remove permitted development rights for a change of use from a dwelling house (Use Class C3) to a House in Multiple Occupation (Use Class C4) within two areas in: Stoke Park & Cheswick ward and to the east of Southmead Road and Gloucestershire Road North, in the Filton ward. This proposal to introduce the A4Ds is considered to be most compliant with national planning policy guidance that requires that an A4D is justified and necessary, as well that they should cover the smallest geographic area possible. In coming to this outcome, it is considered that there is not a sufficient or evidenced case to justify an A4D based on wards, given that the HMO concentrations are demonstrably localised to areas within wards. Furthermore, it is considered that a 'do nothing' approach would not be appropriate given that there is evidence that some areas of the district have significant HMO concentrations and communities are experiencing harm to their local amenity, which could be in part attributed to such development. To comment on the proposal for an Article 4 Direction for Houses in Multiple Occupation please fill out our online survey. Please note that responses received, including your details, cannot be kept confidential and will be made publicly available.

Public Consultation Spreadsheet February 2022

Consultation on School Term and Holiday Term dates for the academic year 2023-24.	14 Jan 2022	28 Feb 2022	As in previous years, there have been discussions between the Local Authorities in the South West Region in order to enable, as far as possible, common proposed dates. Given the dates proposed in the region, South Gloucestershire proposes one model for consultation. This model set out a 195 day year within which schools would be responsible for identifying five staff inset days. The main features of the model are as follows: - the first day of the school year is on Friday 1 September 2023; - breaks of two full weeks at Christmas and Easter; - a five-day break in October, February and May; - the last day of the academic year is Tuesday 23 July 2024; - the number of broken weeks is limited to two (at the start and end of the school year) You can ready the proposed term and holiday dates here. Any comment on this proposal may be sent to South Gloucestershire Council by email to charlotte.johnston@southglos.gov.uk A final recommended model will be determined by the Cabinet Member for Schools, Skills and Employment and published on the council website and circulated to schools.
All Age Learning Disability Strategy Consultation	15 Dec 2021	09 Mar 2022	The strategy sets out our vision and priorities for people of any age with a learning disability in South Gloucestershire for the period from April 2022 to March 2027. The strategy is the first All-age learning disability strategy for South Gloucestershire. It was developed with the Learning Difficulties Partnership Board and included input from key people including parents and carers, providers, practitioners, commissioners, schools, and adults and young people with learning disability. What is a Learning Disability? In South Gloucestershire we have adopted the Eric Emerson and Pauline Heslop "A working definition of learning disabilities". Learning disability includes the presence of: - a significantly reduced ability to understand new or complex information, to learn new skills (impaired intelligence), with; - a reduced ability to cope independently (impaired social functioning) which started before adulthood, with a lasting effect on development. Examples of this would be difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life. People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other

Public Consultation Spreadsheet February 2022

		people. Many people with learning disability prefer to use the term 'learning difficulty'. About the strategy Our vision Our vision for the strategy is that people with a learning disability in South Gloucestershire will live safe, good, healthy and fulfilled lives as part of their community. They will have the right support at the right time to achieve their full potential. "Together we can and we will achieve." What this means By putting this strategy into action, we aim to achieve: 1) Effective planning for smooth transitions for young people preparing for adulthood. 2) Increase employment and vocational education and training opportunities for people with a learning disability. 3) Provide a range of good quality housing and support options for people with a learning disability with a clear pathway on how to access them. 4) Promote independence - ensuring people are safe and connected to their community. 5) Promote support networks for family, friends, parent and carers who support people with a learning disability. 6) Work in partnership with health to deliver better health and wellbeing outcomes for people with a learning disability and their parents and carers. These are the six priorities that form the framework of the strategy that will enable us to deliver on our vision.
--	--	--

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, Dan Boardman, A Robinson, C Wood, I Scott

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

APOLOGIES: A Doyle, A Monk, A Bird, B Mead, M Chaudhry, T Mewies

NON-ATTENDANCE: N/A

0349. APOLOGIES FOR ABSENCE: Apologies were noted

0350. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0351. DECLARATIONS OF INTEREST: None received

0352. SUBMISSIONS FROM PUBLIC None received

0353. PRESENTATION/UPDATE ON COMMUNITY PLAN FROM D TEML.

Update given on progress made recently. It's now at a time to decide on how to progress then and implement the ideas/views gathered by the questionnaire. Converting to a Neighbourhood plan was discussed and it was proposed and seconded to invite S Glos Officer to our next meeting to inform us how we progress with it. It was voted **UNANIMOUSLY FOR.**

Action FTC Office

0354. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0355. FILTON BEAT TEAM UPDATE: Report Noted

0356. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0357. SUBMISSION FROM MEMBERS: None received

0358. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 15th February 2022. Noted for information purposes

ii) Full Council Finance and General Minutes 8th February. Noted

iii) Leisure Centre update – Moved to confidential session

0359. CONSULTATION SPREADSHEET: It was noted that the Planning Committee were drafting a response on behalf of Filton Town Council regarding the HMO Article 4 Public Consultation. The document was noted for information purposes

0360. PAYMENTS FOR INFORMATION: No submission as accountants are now attending monthly so will have in time for Full Council Finance and General meeting 8th March 2022.

CHAIR ENDED MEETING AT 8.10PM

CONFIDENTIAL SESSION

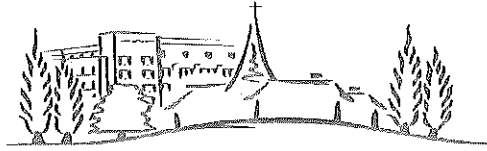
1)Leisure Centre Update: Causes of the delay were explained and the different options available were discussed. Active nation will include the extra fees needed to cover the new build costs in the management fees therefore no extra cost long term cost will be incurred by FTC.

It was proposed and seconded to allow the extra costs and apply for more borrowing if and when required

Voted 5 FOR 1 AGAINST and 1 ABSTAIN.

It was also agreed to authorise the Filton Town Council Chair and the Town Clerk to sign the contract when ready to do so.

CHAIR ENDED MEETING AT 8.27PM



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 803918

24th March 2022

Dear Members

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

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. **Presentation – Neighborhood Planning, Danny Dixon South Glos Council**
5. To approve the minutes of the meeting held 28th February 2022 (*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 – (*tbc*)
 - Cllr C Wood – (*tbc*)
9. Submission from members – i) **Notices of Motion proposed by Cllr Brian Mead**
 - Motion 1** FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis;
 - Motion 2** FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;
 - Motion 3** FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;
 - Motion 4** FTC to proactively talk to residents and help them gate off lanes to stop fly tipping;
 - Motion 5** FTC to proactively look at hosting a parkrun in Elm Park
- ii) **Cllr Dan Boardman** – expanding the wildflower areas in Millenium Green and Elm Park
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Schedule from previous meeting and Article 4 draft submission (*page 4 -7*)
 - ii) Full Council Finance and General Minutes 8th March 2022 (*page 8*)
 - iii) Leisure Centre Contract update
 - iv) Millenium Green update
 - v) Elm Park Planters (*page 9*)
11. Consultation Spreadsheet (*pages 10-11*)
12. Payments for Information (*page 12 &13*)

PRESENT: Cllrs: D Collins (Chair), K Briffett, A Kenyon, Dan Boardman, A Robinson, C Wood, I Scott

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

APOLOGIES: A Doyle, A Monk, A Bird, B Mead, M Chaudhry, T Mewies

NON-ATTENDANCE: N/A

0349. APOLOGIES FOR ABSENCE: Apologies were noted

0350. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0351. DECLARATIONS OF INTEREST: None received

0352. SUBMISSIONS FROM PUBLIC None received

0353. PRESENTATION/UPDATE ON COMMUNITY PLAN FROM D TEML.

Update given on progress made recently. It's now at a time to decide on how to progress then and implement the ideas/views gathered by the questionnaire. Converting to a Neighbourhood plan was discussed and it was proposed and seconded to invite S Glos Officer to our next meeting to inform us how we progress with it. It was voted **UNANIMOUSLY FOR.**

Action FTC Office

0354. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0355. FILTON BEAT TEAM UPDATE: Report Noted

0356. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0357. SUBMISSION FROM MEMBERS: None received

0358. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Planning Committee minutes 15th February 2022. Noted for information purposes
- ii) Full Council Finance and General Minutes 8th February. Noted
- iii) Leisure Centre update – Moved to confidential session

0359. CONSULTATION SPREADSHEET: It was noted that the Planning Committee were drafting a response on behalf of Filton Town Council regarding the HMO Article 4 Public Consultation. The document was noted for information purposes

0360. PAYMENTS FOR INFORMATION: No submission as accountants are now attending monthly so will have in time for Full Council Finance and General meeting 25th February 2022.

CHAIR ENDED MEETING AT 8.10PM

CONFIDENTIAL SESSION

1)Leisure Centre Update: Causes of the delay were explained and the different options available were discussed. Active nation will include the extra fees needed to cover the new build costs in the management fees therefore no extra cost long term cost will be incurred by FTC.

It was proposed and seconded to allow the extra costs and apply for more borrowing if and when required

Voted 5 FOR 1 AGAINST and 1 ABSTAIN.

It was also agreed to authorise the Filton Town Council Chair and the Town Clerk to sign the contract when ready to do so.

CHAIR ENDED MEETING AT 8.27PM

Filton Beat Team Report to Filton Town Council March 2022

The levels of dwelling and non- dwelling burglaries are still low in the Filton area. Over the last month there has only been a handful of incidents. Local policing team are continuing to carry out high-visibility patrols in and around locations where suspicious activity has been reported.

There has been a reduction in shoplifting offences in and around the Filton area. One suspect who was sought for several offences has recently been arrested and charged with a number of offences.

There has been several calls in relation to anti-social behaviour. There has been a reduction in problems in Elm Park and Millennium green. But it is anticipated that the lighter nights and warmer weather, will bring new challenges. Local Officers and PCSO'S will maintain patrols in the area to prevent any issues.

Recent Anti-social behaviour seems to have been centred on Abbeywood Retail Park, primarily McDonalds and Asda. The calls have continued to the location, but not at the same frequency. Patrols have continued and officers have liaised with staff at McDonald's to prevent further issues. Officers have continued to engage with youths in the area.

We have continued to conduct multiple school patrols at drop off and pick up time. There has been engagement with parents and residents to address parking issues. Complaints of issues and confrontations have declined. PCSO'S have been making regular visits to the schools as part of community engagement with staff and pupils

Several parking and driving complaints have been received in relation to streets in Filton. Officers have carried out patrols and liaised with the informants following reports. PCSO'S have engaged with South Gloucestershire council to highlight issues and have recently issued tickets to multiple vehicles in Fifth Avenue and Kipling Road. We will continue to monitor and deal with any issues.

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3862	P22/00890/HH	31 Branksome Drive Filton South Gloucestershire BS34 7EG Erection of a single storey side and rear extension to form additional living accommodation with raised rear decking.	Wed 09 Mar 2022	Expired
F.3863	P22/00894/CLP	676 Southmead Road Filton South Gloucestershire BS34 7RD Installation of rear dormer and two rooflights to front roof slope to facilitate loft conversion.	Thu 10 Mar 2022	Expired
F.3864	P22/00818/CLP	65 Kenmore Crescent Filton South Gloucestershire BS7 0TP Erection of single storey rear extension, alteration to roofline to form hip to gable roof, installation of rear dormer to form loft conversion.	Thu 10 Mar 2022	Expired
F.3865	P22/01042/CLP	95 Conygre Road Filton South Gloucestershire BS34 7DG Loft conversion with hip to gable roof and 1 no. rear dormer to form additional living accommodation.	Fri 11 Mar 2022	Expired
F.3866	P21/08162/F	38 Gloucester Road North Filton South Gloucestershire BS7 0SJ Erection of 1 no. dwelling with parking and associated works. Enlargement of existing vehicular access onto the A38 (a classified A road). (Re-submission of P21/06131/F)	Tue 15 Mar 2022	Filton Town Council would like to include condition of no HMO use now or in the future. If the developer uses the rear lane then he is to be responsible for the maintenance during and after the project The bungalow is not a single storey as stated.
F.3867	P22/01153/PNH	128 Mortimer Road Filton South Gloucestershire BS34 7LH Erection of a single storey rear extension that will extend beyond the rear wall of the original dwellinghouse by 5.28 metres, with a maximum height of 3.63 metres and for which the height of the eaves will be 2.77 metres.	Wed 16 Mar 2022	OBJECTION Over developed Loss of green space Filton Town Council would like to include condition of no HMO use now or in the future
F.3868	P22/01209/CLE	126 Northville Road Filton South Gloucestershire BS7 0RL Continued use of dwellinghouse as Class C4 house of multiple occupation.	Fri 18 Mar 2022	No Comment

SCHEDULE OF PLANNING APPLICATIONS 15/02/2022

F.3869	P22/01311/CLP	35 Third Avenue Filton South Gloucestershire BS7 0RS Proposed use as 5 bedroom house of multiple occupation (class C4) for up to 6 persons.	Mon 21 Mar 2022	OBJECTION Effects the harmony of school and nursery. No bike provision Lack of communal space Size of bedrooms not specified Fifth bedroom not an adequate size for an adult Harmful impact to the wider community and quality of HMO for future occupants.
F.3870	P22/01061/F	20 - 26 Conygre Grove Filton South Gloucestershire BS34 7DP Internal alterations to facilitate conversion from 4no flats to 2no dwellings and associated works.	Mon 21 Mar 2022	OBJECTION Filton Town Council would like planning to include condition of no HMO use now or in the future. Does this conform to SPF 39?
F.3871	P22/01503/F	11 Holmdale Road Filton South Gloucestershire BS34 7HT Demolition of existing garage. Erection of 1 no. attached dwelling with associated works. (resubmission of planning application P21/03136/F).	Wed 30 Mar 2022	Adequate parking query Would like confirmation of rear access for both associated properties Filton Town Council would like assurance that any mature trees or hedges will not be destroyed

Filton Town Council Response To

Article 4 Directive Consultation

- WE FILTON TOWN COUNCIL (FTC) AGREE WITH THE ARUP ANALYSIS AND EXECUTIVE RECOMMENDATION TO PROCEED WITH INTRODUCING AN ARTICLE 4 DIRECTIVE.
 - WE FTC AGREE THAT FILTON IS AN AREA THAT IS SUFFERING HARM AND OVER DEVELOPMENT OF HMO'S AND THAT FILTON HAS REACHED THE TIPPING POINT.
 - THE BOUNDARY MAP MUST BE AMENDED TO INCLUDE KENMORE CRESCENT AND KENMORE GROVE, FTC BELIEVE THIS TO BE AN OVERSIGHT AND IF NOT CORRECTED IT WILL LEAD TO THESE ROADS BECOMING AN ISLAND TARGETED BY HMO DEVELOPERS.
 - FTC REQUEST THAT THE PLANNING OFFICER ATTEND A FTC MEETING TO EXPLAIN AND ANSWER QUESTIONS REGARDING A4D, SPD & LICENSING ENFORCEMENT.
 - FTC REQUEST A REGISTER BE CREATED TO INCLUDE ALL LICENSED & UN-LICENSED HMO'S. THIS TO ASSIST IN THE UNDERSTANDING OF HOW A MIXED AND BALANCED COMMUNITY CAN BE MAINTAINED. TO MAKE THE A4D EVEN MORE EFFECTIVE ALL EXISTING AND NEW HMO'S MUST BE LISTED/REGISTERED.
-
- THE A4D HAS BEEN IN DISCUSSION SINCE 2017 AND THE MOST RECENT STUDY SINCE NOV 2020 / AUG 2021 HAS SHOWN THE A4D IMPLEMENTATION TO BE INCREASINGLY PROBABLE AND FROM AUG 2021 WITH THE ISSUE OF THE BUSINESS CASE AND SUBSEQUENT CONSULTATION OPENING FEB 2022, THERE HAS BEEN AMPLE WARNING THAT THE A4D WILL BE IMPLEMENTED. THEREFORE,

- FTC BELIEVE THERE IS NO CASE FOR COMPENSATION DUE TO AN IMMEDIATE IMPLEMENTATION OF THE A4D.

THEREFORE, FTC ASK FOR THE IMMEDIATE IMPLEMENTATION OF THE A4D AND SEE NO SUBSTANTIAL REASON NOT TO DO SO, TAKING INTO ACCOUNT THE PRECEEDING PARAGRAPH.

PRESENT: Cllrs: A Doyle (Chair) D Collins, A Bird, D Boardman, K Briffett, A Kenyon, I Scott, M Chaudhry, A Robinson, C Wood,
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: B Mead, T Mewies, A Robinson
NON-ATTENDANCE: N/A

0345. APOLOGIES FOR ABSENCE: Apologies were noted

0346. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0347. DECLARATIONS OF INTEREST: There were none.

0348. TO APPROVE THE MINUTES OF THE MEETING HELD 8th February 2022: The minutes were approved as accurate.

0349. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0350. PUBLIC PARTICIPATION: No Submission

0351. GRANT APPLICATION: - North Bristol Advice Centre:

It proposed and seconded and voted UNANIMOUSLY FOR to award the whole amount to the application.

ACTION FTC Office

0351. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Schedule Fees – After discussions it was requested for FTC office to look into the leases of both the Wessex Reserves and Community Association. FTC office to follow up on the outcome of the Community Associations investigation from the Charity Commission and report back when details are available.

ii) Planters- FTC Ground Teams have requested permission to carry on hand making the planters that they have just finished 4 of at the top of Elm Park. It was requested that a full costing including staff hours, fixings and materials to be brought to Full Council March 2022.

ACTION FTC Office

0352. PAYMENTS FOR INFORMATION: Noted

Confidential Session

THE CHAIR CLOSED THE MEETING AT 7.55pm

0353. Contract Update : The Town Clerk advised that the contracts were due to be signed Friday 11 March. It was also confirmed that in the case of future borrowing that it would be discussed in a public session.

0354. 2021/22 Nationally agreed pay increase of 1.75%: It was Voted UNANIMOUSLY FOR to implement the increase with current staff, recently tuped staff and also leavers that had recently left if requested.

Chair Closed the Meeting 8.25pm

PLANTERS FOR ELM PARK

This is a breakdown of the costs of the planters at Elm Park and also a brief outline as to the idea behind them. The idea came about due to the constant maintenance of the timber poles that edge the car park and the field at Elm Park. The poles in question are a constant upkeep in terms of treating and also, particularly lately replacing them as they are kicked over or snapped. In general they are no real deterrent for anybody trying to get onto the field with a vehicle which we have had happen in the past. I first approached the Town Clerk after Christmas 2021 with an idea to not only have a deterrent for vehicles gaining access to the field but something that would look better and would bring together the community ie The Community Garden who would love to be involved planting etc. I spoke to the Town clerk with the idea of around 12 planters in total and this would spread down the outline of the field to the playpark. We would do this work in stages starting with the first four. I sourced various companies for railway sleepers and had to bear in mind we would need thirty sleepers to build the first four planters and more important they had to be fit for purpose in terms of being already treated for limited maintenance and also large enough not to be moved or vandalised in any way. It was surprisingly difficult getting the right sleepers in terms of being fit for purpose but in the end Decking Deliveries were best as they gave a discount and would deliver for free. I gave my findings to the Town clerk who then ordered the thirty sleepers January 4th. The sleepers arrived 12th January and were made and completed around two weeks later. I have broken down the costings for the first four.

Each planter measures 2600 long x 600 wide with a depth of 900.

The four planters take 30 railway sleepers with no wastage

Cost of 30 sleepers £1,199.70

2 boxes fixings £ 49.98

Discount £ 124.97

Total £1,124.71 inc VAT

Added to this we needed to fill the four planters with topsoil this was at a cost of £149.26

The four planters were cut, constructed and filled with topsoil. It took two members of staff three days to complete. Although they have no plants in them, yet we will be filling them with wildflowers plus, I am sourcing some plants from various garden centres. The planters have proved to be extremely popular with the public and the response has been very positive particularly as they not only provide a level of security to the field but will look better than concrete bollards and they are cheaper than metal fencing which would have been our other two choices.

Hope this helps

Neil Palmer

Grounds & Maintenance Manager

Filton Town Council

Consultation	Consultation Period	Summary
Houses in Multiple Occupation Article 4 Direction Proposal	7.2.22	To withdraw specified permitted development rights to convert dwelling houses (C3) to small Houses in Multiple Occupation (HMO) (C4) without planning permission, within specifically defined areas of Filton and Stoke Park & Cheswick wards through a direction made under Schedule 3 Procedures for Article 4 Directions of the Town and Country Planning (General Permitted Development) Order 2015.
	4.4.22	South Gloucestershire Council is now consulting on making an Article 4 Direction to remove permitted development rights for a change of use from a dwelling house (Use Class C3) to a House in Multiple Occupation (Use Class C4) within two areas in: Stoke Park & Cheswick ward and to the east of Southmead Road and Gloucestershire Road North, in the Filton ward. This proposal to introduce the A4Ds is considered to be most compliant with national planning policy guidance that requires that an A4D is justified and necessary, as well as that they should cover the smallest geographic area possible. In coming to this outcome, it is considered that there is not a sufficient or evidenced case to justify an A4D based on wards, given that the HMO concentrations are demonstrably localised to areas within wards. Furthermore, it is considered that a 'do nothing' approach would not be appropriate given that there is evidence that some areas of the district have

Public Consultation Spreadsheet March 2022

			significant HMO concentrations and communities are experiencing harm to their local amenity, which could be in part attributed to such development. To comment on the proposal for an Article 4 Direction for Houses in Multiple Occupation please fill out our online survey. Please note that responses received, including your details, cannot be kept confidential and will be made publicly available.

21/03/2022

Filton Town Council 21-22

Page 2759

11:48

List of Purchase Ledger Payments

User: DCW

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHANDLERS Chandlers (Farm Equipment) Ltd							
890-Stihl FS111 Strimmer	03/02/2022	584010	1	552.00	0.00	552.00	0.00
					0.00	552.00	
Above paid on 21/03/2022 by Cheque BP1							
COMPLETE Complete Business Solutions Group Ltd							
891-Stationery	11/03/2022	SINV03114027	1	54.49	0.00	54.49	0.00
					0.00	54.49	
Above paid on 21/03/2022 by Cheque BP2							
DCKBEAVERS DCK Accounting Solutions Ltd							
892-Accounts Jan 22	24/02/2022	TPC10057	1	319.26	0.00	319.26	0.00
					0.00	319.26	
Above paid on 21/03/2022 by Cheque BP3							
DLIT DL I.T. Solutions Ltd							
893-Call charges	17/03/2022	DI00000090	1	45.00	0.00	45.00	0.00
908-IT Support	20/03/2022	1004399	1	231.00	0.00	231.00	0.00
					0.00	276.00	
Above paid on 21/03/2022 by Cheque BP4							
NORTHBRIST North Bristol Advice Centre							
898-NBAC Grant	21/03/2022	GRANT1	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 21/03/2022 by Cheque BP5							
NSG Cape Meridian Ltd							
895-Alarm Call out	30/10/2021	2021/09/080	1	42.00	0.00	42.00	0.00
896-Alarm Call out	15/02/2021	2021/01/028	1	156.00	0.00	156.00	0.00
					0.00	198.00	
Above paid on 21/03/2022 by Cheque BP6							

Continued over page

Linked to Cashbook 1

Entered Month 12
by user DCW

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ONE One Stop Promotions Ltd							
897-Union Flag	09/03/2022	31189	1	117.60	0.00	117.60	0.00
					0.00	117.60	
Above paid on 21/03/2022 by Cheque BP7							
RENTOKILPE Rentokil Initial UK Ltd							
860-Service period Dec-Mar	02/12/2021	21584256	1	254.14	0.00	254.14	0.00
899-Pest Control 24.3-23.6.22	04/03/2022	21639489	1	254.14	0.00	254.14	0.00
					0.00	508.28	
Above paid on 21/03/2022 by Cheque BP8							
RICOH Ricoh UK Ltd							
900-Copier charges	05/03/2022	101991110	1	352.86	0.00	352.86	0.00
					0.00	352.86	
Above paid on 21/03/2022 by Cheque BP9							
SLCC Society of Local Council Clerks							
901-Branch Meeting 12.4.22	21/03/2022	21322	1	25.00	0.00	25.00	0.00
					0.00	25.00	
Above paid on 21/03/2022 by Cheque BP10							
SURREYHILL Surrey Hills Solicitors LLP							
906-Outsourcing legal fees	18/03/2022	6672	1	1,485.00	0.00	1,485.00	0.00
					0.00	1,485.00	
Above paid on 21/03/2022 by Cheque BP11							
TRAVIS Travis Perkins Trading Co Ltd							
902-Ballast bag	16/02/2022	3015AQP896	1	120.82	0.00	120.82	0.00
903-Ballast bag	16/02/2022	3015AQP874	1	60.41	0.00	60.41	0.00
905-Ballast bag	11/01/2022	3015AQN315	1	98.46	0.00	98.46	0.00
					0.00	279.69	
Above paid on 21/03/2022 by Cheque BP12							
Total Purchase Ledger Payments						0.00	5,168.18

PRESENT: Cllrs: B Mead (Chair), A Doyle, K Briffett, A Kenyon, Dan Boardman, C Wood, I Scott, T Mewies, A Monk, A Bird
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: M Chaudhry, A Robinson, D Collins
NON-ATTENDANCE: N/A

0361. APOLOGIES FOR ABSENCE: Apologies were noted

0362. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0363. DECLARATIONS OF INTEREST: None received

0364. SUBMISSIONS FROM PUBLIC None received

0365. PRESENTATION/UPDATE ON NEIGHBOURHOOD PLANNING, DANNY DIXON, S GLOS COUNCIL. Presentation given regarding assisting Filton to move to a neighbourhood plan. Questions were raised and answered. The full presentation to be circulated.

0366. TO APPROVE MINUTES OF THE MEETING HELD 22ND FEBRUARY 2022: Minutes were approved as accurate.

0367. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0368. FILTON BEAT TEAM UPDATE: Report Noted

0369. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0370. SUBMISSION FROM MEMBERS:

i) Notices of Motion proposed by Cllr Brian Mead. It was also requested a named vote on all motions

Motion 1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis.

An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis.

Motion amendment Vote. FOR 9 (Cllrs BM, AD, AK, DB, CW, IS, TM, AM, AB) **AGAINST 1** (Cllr KB) **ABSTAIN 0**

Motion with amendment included voted FOR 9 (Cllrs BM, AD, AK, DB, CW, IS, TM, AM, AB) **AGAINST 1** (Cllr KB) **ABSTAIN 0**

Motion with amendment carried

Action FTC Office

Motion 2 FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;

An amendment was added. Remove the "put into practice" wording from original motion.

Motion amendment Vote. FOR 10 (all Cllrs) **AGAINST 0 ABSTAIN 0**

Motion with amendment included voted FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment carried

Action FTC Office

Motion 3 FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;

An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures.

Motion amendment Vote. FOR 10 (all Cllrs) **AGAINST 0 ABSTAIN 0**

A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them.

Motion with both amendments included voted FOR 10 (all Cllrs) **AGAINST 0 ABSTAIN 0**

Motion with amendments carried

Action FTC Office

Motion 4 FTC to proactively talk to residents and help them gate off lanes to stop fly tipping;

Motion Vote. FOR 2 (Cllrs BM, TM) **AGAINST 7** (Cllrs KB, AK, DB, CW, IS, AM, AB)

ABSTAIN 1 (Cllr AD)

Motion was not carried

Motion 5 FTC to proactively look at hosting a parkrun in Elm Park

An amendment was added. To remove the wording "Park run" and add "Community run".

Motion amendment vote. FOR 9 (Cllrs KB, DB, CW, IS, AM, AB, BM, TM) **AGAINST 1** (Cllr AK) **ABSTAIN 0**

Motion with amendment included voted FOR 9 (Cllrs KB, DB, CW, IS, AM, AB, BM, TM)

AGAINST 1 (Cllr AK) **ABSTAIN 0**

Motion with amendment carried

Action FTC Office

ii) Cllr Dan Boardman – Expanding the wildflower areas in Millennium Green and Elm Park

An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers.

Motion amendment vote. FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment included voted FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment carried

Action FTC Office

0371. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 15th March 2022. Noted for information purposes and Article 4 draft submission discussed and voted **FOR 10 AGAINST 0 ABSTAIN 0**. Response to submitted as a priority.

ii) Full Council Finance and General Minutes 8th March. Noted

iii) Leisure Centre update – The Town Clerk gave a short update and contracts are very close to signing.

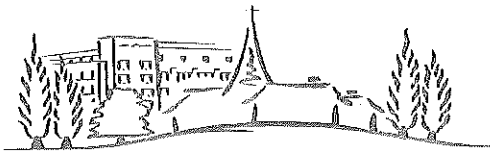
iv) Millennium Green update. Noted

v) Elm Park Planters. Placing of the planters to be confirmed discussed at the next Finance meeting.

0372. CONSULTATION SPREADSHEET: Noted

0373. PAYMENTS FOR INFORMATION: Approved

CHAIR ENDED 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 803918

21st March 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 26th April 2022**. To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,
L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. To approve the minutes of the meeting held 29th March 2022 (*pages 1-2*)
5. Matters of report arising from the minutes not otherwise included on the agenda.
6. Filton Beat Team Update
7. South Gloucestershire Reports:
 - Cllr A Monk – (*page 3*)
 - Cllr C Wood – (*no submission*)
8. Submission from members –
9. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Minutes of meeting held 19th April 2022 (*pages 4-5*)
 - ii) Full Council Finance and General Minutes 12th April 2022 (*page 6*)
 - iii) Leisure Centre Contract update
 - iv) Millennium Green update – notes of Friends meeting held 8th March 22 (*page 7-8*)
10. Consultation Spreadsheet (*page 9*)
11. Payments for Information No submission (*shown at Full Council Finance and General meeting 12th April 2022*)

PRESENT: Cllrs: B Mead (Chair), A Doyle, K Briffett, A Kenyon, Dan Boardman, C Wood, I Scott, T Mewies, A Monk, A Bird
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: M Chaudhry, A Robinson, D Collins
NON-ATTENDANCE: N/A

0361. APOLOGIES FOR ABSENCE: Apologies were noted

0362. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0363. DECLARATIONS OF INTEREST: None received

0364. SUBMISSIONS FROM PUBLIC None received

0365. PRESENTATION/UPDATE ON NEIGHBOURHOOD PLANNING, DANNY DIXON, S GLOS COUNCIL. Presentation given regarding assisting Filton to move to a neighbourhood plan. Questions were raised and answered. The full presentation to be circulated.

0366. TO APPROVE MINUTES OF THE MEETING HELD 22ND FEBRUARY 2022: Minutes were approved as accurate.

0367. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: None

0368. FILTON BEAT TEAM UPDATE: Report Noted

0369. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: Noted.

0370. SUBMISSION FROM MEMBERS:

i) Notices of Motion proposed by Cllr Brian Mead. It was also requested a named vote on all motions

Motion 1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis.

An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis.

Motion amendment Vote. FOR 9 (Cllrs BM, AD, AK, DB, CW, IS, TM, AM, AB) **AGAINST 1** (Cllr KB) **ABSTAIN 0**

Motion with amendment included voted FOR 9 (Cllrs BM, AD, AK, DB, CW, IS, TM, AM, AB) **AGAINST 1** (Cllr KB) **ABSTAIN 0**

Motion with amendment carried

Action FTC Office

Motion 2 FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;

An amendment was added. Remove the "put into practice" wording from original motion.

Motion amendment Vote. FOR 10 (all Cllrs) **AGAINST 0 ABSTAIN 0**

Motion with amendment included voted FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment carried

Action FTC Office

Motion 3 FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;

An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures.

Motion amendment Vote. FOR 10 (all Cllrs) AGAINST 0 ABSTAIN 0

A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them.

Motion with both amendments included voted FOR 10 (all Cllrs) AGAINST 0 ABSTAIN 0

Motion with amendments carried

Action FTC Office

Motion 4 FTC to proactively talk to residents and help them gate off lanes to stop fly tipping;

Motion Vote. FOR 2 (Cllrs BM, TM) AGAINST 7 (Cllrs KB, AK, DB, CW, IS, AM, AB)

ABSTAIN 1 (Cllr AD)

Motion was not carried

Motion 5 FTC to proactively look at hosting a parkrun in Elm Park

An amendment was added. To remove the wording "Park run" and add "Community run".

Motion amendment vote. FOR 9 (Cllrs KB, DB, CW, IS, AM, AB, BM, TM) AGAINST 1 (Cllr AK) ABSTAIN 0

Motion with amendment included voted FOR 9 (Cllrs KB, DB, CW, IS, AM, AB, BM, TM)

AGAINST 1 (Cllr AK) ABSTAIN 0

Motion with amendment carried

Action FTC Office

ii) Cllr Dan Boardman – Expanding the wildflower areas in Millennium Green and Elm Park

An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers.

Motion amendment vote. FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment included voted FOR 10 AGAINST 0 ABSTAIN 0

Motion with amendment carried

Action FTC Office

0371. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 15th March 2022. Noted for information purposes and Article 4 draft submission discussed and voted **FOR 10 AGAINST 0 ABSTAIN 0**. Response to submitted as a priority.

ii) Full Council Finance and General Minutes 8th March. Noted

iii) Leisure Centre update – The Town Clerk gave a short update and contracts are very close to signing.

iv) Millennium Green update. Noted

v) Elm Park Planters. Placing of the planters to be confirmed discussed at the next Finance meeting.

0372. CONSULTATION SPREADSHEET: Noted

0373. PAYMENTS FOR INFORMATION: Approved

CHAIR ENDED MEETING AT 8.40PM

Cllr A Monk Report to Filton Town Council April 2022

I am unable to attend this evenings meeting, please accept my apologies.

HMO Consultation on Article 4 Directive.

The consultation has concluded, I will update when I hear more, which I would imagine will be in the coming weeks.

Planning

I have now had 2 requests to refer planning applications to committee declined by the chair of the committee. I don't understand how this can be and I will be challenging this at forthcoming meetings, how one person can make decisions for a quasi judicial committee.

SCHEDULE AND CONSULTEE COMMENTS OF PLANNING APPLICATIONS 19/04/2022
ATTENDED BY CLLRs: A ROBINSON, D COLLINS, D BOARDMAN,
ALSO: C WESTCOTT (TOWN COUNCIL SUPPORT OFFICER)

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3872	P22/01608/CLP	650 Filton Avenue Filton South Gloucestershire BS34 7LD Installation of rear dormer to facilitate loft conversion, 2no. front roof lights, and a detached garage to create a house of multiple occupation for up to six occupiers (Use Class C4).	Wed 06 Apr 2022	Expired
F.3873	P22/00894/CLP	26 Bridgman Grove Filton South Gloucestershire BS34 7HR Erection of single storey side and rear extensions, installation of hip to gable roof extension and 1 no. rear dormer. Change of use from dwelling (Class C3) to small HMO for up to 6 people (Class C4).	Tue 12 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3874	P22/01801/HH	Kenmore Crescent Filton South Gloucestershire BS7 0TN Raising of roofline and installation of 1 no. rear dormer to facilitate loft conversion.	Wed 13 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3875	P22/01750/F	180 Conygre Grove Filton South Gloucestershire BS34 7HZ Erection of single storey side and rear extensions with other associated works to facilitate change of use from class C3 dwelling to 7 no. bedroom house of multiple occupation (Sui generis) for up to seven occupants.	Wed 13 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3876	P22/01857/PNH	33 Conygre Road Filton South Gloucestershire BS34 7DB The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6.0 metres, for which the maximum height would be 4.0 metres, and for which the height of the eaves would be 2.9 metres.	Thu 14 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3877	P22/00349/F	756 Filton Avenue Filton South Gloucestershire BS34 7HD Creation of new vehicular access and driveway.	Thu 14 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3878	P22/01865/F	Land At 1 Shanklin Drive Filton South Gloucestershire BS34 7EL Erection of 1no. attached dwelling with access, parking and associated works. (resubmission of P21/02822/F)	Sat 16 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3879	P22/01068/F	Filton Sports And Leisure Centre Elm Park Filton South Gloucestershire BS34 7PS Partial demolition of existing leisure centre building and erection of new leisure centre to include double height soft play area, open plan cafe and reception, fitness suite, health suite, changing facilities, office accommodation and erection of satellite external changing pavilion, with parking and associated works.	Sat 16 Apr 2022	Expired Cllrs able to comment as individual before expiry date
F.3880	P22/00726/HH	682 Southmead Road Filton South Gloucestershire BS34 7QT Erection of a first floor side and rear extension to form additional living accommodation.	Wed 20 Apr 2022	Filton Town Council still agree with comments originally made.
F.3881	P22/01989/HH	39 Kenmore Crescent Filton South Gloucestershire BS7 0TJ Erection of single storey rear and side extension to create additional living accommodation..	Sun 24 Apr 2022	Filton Town Council acknowledge this application but have not comment to add

SCHEDULE AND CONSULTEE COMMENTS OF PLANNING APPLICATIONS 19/04/2022
ATTENDED BY CLLRS: A ROBINSON, D COLLINS, D BOARDMAN,
ALSO: C WESTCOTT (TOWN COUNCIL SUPPORT OFFICER)

F.3882	P22/01997/CLP	42 Wades Road Filton South Gloucestershire BS34 7ED Installation of hip to gable roof extension and 1 no. rear dormer. Erection of single storey and two storey rear extensions.	Tue 26 Apr 2022	OBJECTION Overdeveloped Not in keeping with neighbouring houses Amenities of dormer viewing of dual carriageway Parking provision unclear as no parking survey included
F.3883	P22/02082/CLP	180 Conygre Grove Filton South Gloucestershire BS34 7HZ Change of use from 1 no. residential dwelling (Class C3) to small House of Multiple Occupancy (HMO) (Class C4).	Thu 05 May 2022	Please see comments made by Cllr D Boardman with planning application reference P22/01750/F as this is the same property Filton Town Council would like the high level of HMO surrounding the property taken into consideration.
F.3884	P22/02135/CLE	26 Warren Road Filton South Gloucestershire BS34 7EJ Continued Use as C4 House of Multiple Occupancy	Fri 06 May 2022	Filton Town Council acknowledge this application but have not comment to add
F.3885	P22/02142/CLE	4 Kenmore Drive Filton South Gloucestershire BS7 0TT Confirmation of lawful use as small HMO.	Sun 08 May 2022	No substantiated evidence of current use of C4 status. Filton Town Council would like to see redacted tenancies to as referenced in covering letter.

PRESENT: Cllrs: A Doyle (Chair), T Mewies(Vice Chair), B.Mead, A Bird, D Boardman, K Briffett, D Collins A Kenyon, A Robinson, I Scott, C Wood.

ALSO, PRESENT: Lesley Reuben (Town Clerk),

APOLOGIES: Cllrs M.Chaudhry, A.Monk

NON-ATTENDANCE: N/A

0356. APOLOGIES FOR ABSENCE: Apologies were noted

0357. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures and COVID 19 compliance details.

0358. DECLARATIONS OF INTEREST: Cllr Wood declared his interest with S.Glos Audit

0359. TO APPROVE THE MINUTES OF THE MEETING HELD 8th March 2022: The minutes were approved following amendments to the numbering error and 0354 it was agreed that it was resolved to pay back pay to all leavers during the financial year of 2021/22.

0360. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: 0352. i)Wessex Reserve – no update. Filton Community Association – No update

0361. PUBLIC PARTICIPATION: i) Residents raised concern that their objections had not been taken into consideration when recommending approval for an application in Branksome Drive and the request for the application to be referred to committee had been declined. Filton South Glos Councillors were also not happy with the process and would support and complaint made.

The issue of the saturation of HMO's was discussed and it was felt that other information could be available to officers ie. those that don't pay council tax could potentially be living in unregistered student accommodation.

ii)Road Surfacing in Filton was discussed and residents were encouraged to attend South Glos full council meeting.

iii)A resident raised a complaint regarding the unbearable noise during works to an adjoining property. The resident was advised that the decisions regarding planning applications and HMO's rests with South Glos Council. Building Control would be informed regarding noise levels.

0362. INTERNAL AUDIT REPORT was discussed and it was requested that the actions were covered off and reported back to the June meeting.

ACTION FTC Office

0363. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planters-** FTC Ground Teams had requested permission to carry on hand making the planters. It was confirmed that the planters would not encroach onto the Active Nation boundary and that the cost of these would be coded to Capital expenditure. It was proposed, seconded and agreed nem.com to progress with the project.

ii)**Flag Pole** – The Town Clerk reported that concern on erecting the pole had been raised by the maintenance manager and therefore quotes and timescales had been sought. The pole could be erected in time for the Queen's Jubilee however this would be more costly.

It was proposed, seconded and resolved to place the order to erect the flag with the supplier which had submitted the cheapest quote but would not be able to carry out the work in the next 10-12 weeks and in the meantime continue investigating for a local contractor that might be able to carry out the work earlier. Vote: 8 For, 2 Against, 1abstention.

iii) **Annual Meeting/Annual Assemble** due to staff holidays it was requested that the meetings be brought forward to 17th May 2022 – this was agreed nem.com

0364. Fly Tipping it was reported that fly tipping had been taking place from properties in Gayner Road into Millenium Green. It was agreed to write to all properties and advised them that further action will be taken should the problems persist

Press and public being excluded the meeting moved to part 2

0365. Contract Update : The Town Clerk advised that the contracts were currently going between solicitors and should be ready for signing soon.

0366. Staffing Committee Minutes of the meeting held 1st February 2022 were noted.

Chair Closed the Meeting 8.10pm

Friends of Filton Millennium Green

Inaugural committee Meeting 08/03/22

Present: Dan Pope, Amanda Pope, Eve Zychowicz, Andy Robinson, Neil Gokani, Hannah Morley, Chris Dinsmore, Keith Allen, Julie Lanfear, Nigel de Bray, Johanna Barton

Agenda

1. Introductions
2. Andy Robinson explains the council funding
3. Open discussion on what park users would like from the space
4. Discussion/voting on prioritising these requests
5. AOB
6. Dan Pope to summarise and then feedback to FTC

Forming committee:

Members: Those present

Chair: Dan Pope

Vice chair: Nigel de Bray

Liaison with grounds staff: Eve Zychowicz

Treasurer: Neil Gokani

Secretary: Chris Dinsmore

Open discussion on things people would like to see at the park

Suggestions raised:

- Improved gates, including disability access but barring motorbikes
- Maintenance of bins, benches and paths
- A new path in the shaded area
- Possible path lighting , low level (LED/Solar?) so as not to disturb wildlife
- A water tap
- Wildlife areas and wild flowers
- A potential grant for a dog play course (Amanda Pope and Eve Zychowicz are investigating this)
- Improved drainage at bottom end, gets very boggy
- More wildflower planting
- Enclosed/gated area for young dogs?

- Stronger messaging on picking up litter and no motorbikes
- Wooden bench, open backed, in central area somewhere
- A community notice board

The above list was voted on the most popular four, in order, were:

1. Improved gates
2. Maintenance of paths
3. Lighting
4. Improved drainage

Proposed park-users' activities

Plant snowdrops/bluebells/wild garlic. An evening around Easter was proposed, date TBA

Next meeting

A Tuesday evening, in a months' time at The Plough, Filton

(Suggest Tues 12th April)

Public Consultation Spreadsheet April 2022

Consultation	Consultation Period	Summary
Filton and Brentry Transport Improvements Consultation	11 Apr 2022 at 17:00 - 18 May 2022 at 23:59	South Gloucestershire Council and Bristol City Council are consulting on proposals to improve walking and cycling routes in Filton and Brentry as well as proposals for relocating two existing bus stops on the A38 to improve traffic flows. These areas are expected to see significant development in the coming years including: The opening of the Brabazon Arena in 2024, delivering a music and entertainment venue The Cribbs Patchway New Neighbourhood (CPNN), which will see a major new mixed use community including the re-development of the Filton Airfield site. South Gloucestershire Council and Bristol City Council are proposing a traffic management system to keep the transport network running smoothly as well as improved walking and cycling routes in the following areas: Charlton Road, between Pen Park Road and Charlton Mead Drive. The A38, between the new CPNN access and the Filton roundabout. Filton Avenue, between the A38 and the A4174 Avon Ring Road. A4174 Avon Ring Road, between Filton Avenue and Concorde Way. Both Bristol City and South Gloucestershire Councils have also declared Climate Emergencies, and have made commitments to Net Zero by 2030. This means investment is needed to make walking, cycling and using public transport easier to encourage people to leave the car at home. In the survey below you will be asked how often you use these transport routes and the extent to which you agree or disagree with the proposals.

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, Dan Boardman, I Scott, T Mewies, A Bird

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

APOLOGIES: B Mead, A Monk, Chris Wood, A Doyle, M Chaudhry

NON-ATTENDANCE: N/A

0374. APOLOGIES FOR ABSENCE: Apologies were noted

0375. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0376. DECLARATIONS OF INTEREST: None received

0378. SUBMISSIONS FROM PUBLIC: A resident has queries regarding tree planting and road surfacing on Branksome Drive. All relevant contacts given to the resident.

0379. TO APPROVE MINUTES OF THE MEETING HELD 29th March 2022: Minutes were approved as accurate.

0380. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: It was agreed to add The Neighbourhood Plan to the agenda of next Full Council Meeting.

0381. FILTON BEAT TEAM UPDATE: PC Gareth Pretlove gave an update on the Filton Beat and their work around Filton. Overall Filton is quiet at the moment. Patrols have increased due to an increase in thefts around the retail parks and parking is still an issue especially around the schools.
Staffing of the Beat Team is now 1 PC and 2 PCSO's there will eventually be another PC assigned but there is a recruitment freeze at the moment.

0382. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk: Noted

Cllr C Wood: No Submission

0383. SUBMISSION FROM MEMBERS: No Submissions

0384. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Planning Committee minutes 19th April 2022. Noted

ii) Full Council Finance and General Minutes 12th April 2022. Noted

iii) Leisure Centre update – The Town Clerk gave a short update and contracts are very close to signing.

iv) Millennium Green update. Minutes friends Meeting 8th March 2022 Noted

0385. CONSULTATION SPREADSHEET: The current Filton and Brentry Transport improvement public consultation was discussed. It was requested the Filton Town Council ask for an extension on the consultation end date and an Extra Ordinary Meeting was agreed for Tuesday 3rd May for further discussion and a detailed response from Filton Town Council would be drafted.

0386. PAYMENTS FOR INFORMATION: No Submission

CHAIR ENDED MEETING AT 8.10PM

PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, M Chaudhry, Alan Bird, Dan Boardman

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

APOLOGIES: N/A A Doyle I Scott, B Mead A Monk

NON-ATTENDANCE: N/A

0269. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0270. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0271. APOLOGIES FOR ABSENCE: Apologies noted

0272. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0273. DECLARATIONS OF INTEREST: None declared

0274. SUBMISSIONS FROM PUBLIC:

i) **An update on the current Active Nation Contract was requested.** The Town Clerk gave an update of the current situation of when the Full Council has had chance to meet and discuss the new options being delivered by Robin Thompson at the Extra Ordinary Meeting 19th May 2022 there will be a full public update available.

0275. TO APPROVE MINUTES OF THE MEETING HELD 27th May 2021: The minutes were approved an accurate.

0276. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0277. TO APPROVE AND ADOPT :-

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0278. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0279. DEBT RECOVER POLICY: The Policy was approved unanimously

0280: CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.

0281. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0282. SUBMISSIONS FROM MEMBERS:

i) Appointment of committee members and outside bodies: -

Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.

It was unanimously agreed to continue to these twice monthly meetings.

ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.

0283. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Finance Committee Minutes 10th May 2022 - Noted

ii) Planning Schedule 10th May 2022 – Noted

iii) Annual Report 2022 – discussion and price comparison of printing options, it was proposed and seconded to go with printing in local magazine and have centre pages. Voted FOR unanimously.

0284. Reports from other Organisations: None

0285. Consultation Spreadsheets- After a discussion it was decided to bring the consultation to the next Full Council Finance and General meeting 14th June 2022 to have time to prepare a detailed response from Filton Town Council.

There being no further business the meeting closed at 8.50p.m.

DRAFT

Minutes of the Full Council Extra Ordinary Meeting of **FILTON TOWN COUNCIL** held at 7:00p.m on **Thursday 19th May 2022**.

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

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer), Robin Thompson RPT Consulting Services

APOLOGIES: N/A I Scott, B Mead A Monk Alan Bird

NON-ATTENDANCE: N/A

0286. APOLOGIES OF ABSENCE: Noted

0287. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0288. DECLARATIONS OF INTEREST: None declared

0289. RESOLUTION BY MEMBERS TO MOVE ITEM 5 INTO CLOSED SESSION:
Proposed and seconded. Voted **UNANIMOUSLY FOR**

0290. PRESENTATION ON LEISURE CENTRE OPTIONS FROM ROBIN THOMPSON RPT CONSULTING SERVICES: Robin Thompson presented to Council the revised options and the figures associated with each option. He engaged in discussions with Council and provided answers on all queries raised.
It was proposed and seconded for the following motion. To move forward with Option 3 as recommended by Robin Thompson on the agreement that all contracts to be signed by all parties by Friday 10th June 2022. All details of the amendments to the original decisions to be made available at an open public session. Dates to be agreed.
Voted 7 FOR, 2 ABSTAIN. Motion Carried
It was agreed that the Clerk would release a public statement alongside Active Nation Friday 20th May 2022 to inform the public of the Carried Motion.

There being no further business the meeting closed at 8.25pm.

FINANCIAL REGULATIONS

For adoption May 2022)

FILTON TOWN COUNCIL

FINANCIAL REGULATIONS [ENGLAND]

INDEX

1. GENERAL	2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	6
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7. PAYMENT OF SALARIES	12
8. LOANS AND INVESTMENTS.....	13
9. INCOME	13
10. ORDERS FOR WORK, GOODS AND SERVICES	14
11. CONTRACTS.....	15
12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS..	17
13. [STORES AND EQUIPMENT	17
14. ASSETS, PROPERTIES AND ESTATES	17
15. INSURANCE	18
16. [CHARITIES	18
17. RISK MANAGEMENT	19
18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	19

These Financial Regulations were adopted by the Council at its Meeting held on 14TH MAY 2019

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- ~~a duly delegated committee of the council for items over [£500]; or~~
- the Clerk, in conjunction with Chairman of Council or ~~Chairman of the appropriate committee~~, for any items below [£5000].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5000]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show

explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.
- 4.10. Managers delegated authority to spend should not exceed £500 per order. Any orders exceeding £500 will require further authority from the Town Clerk/RFO

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

6.

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 6.2. The RFO shall prepare a schedule of payments for information, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall note payment. The schedule shall be initialed by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was presented. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 6.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously noted by the council.
- 6.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 6.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of [£100,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 6.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 6.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 6.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 6.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

7. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 7.1. The council will make safe and efficient arrangements for the making of its payments.
- 7.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 7.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].
- 7.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council, and countersigned by one officer, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 7.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 7.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.
- 7.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 7.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 7.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever

circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 7.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 7.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 7.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 7.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 7.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 7.18. Any Debit Card issued for use will be specifically restricted to the Clerk and RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 7.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 7.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 7.21. The Town Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

8. PAYMENT OF SALARIES

- 8.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 8.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 8.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].
- 8.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 8.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 8.6. An effective system of personal performance management should be maintained for the senior officers.
- 8.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 8.8. Before employing interim staff the council must consider a full business case.

9. LOANS AND INVESTMENTS

- 9.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 9.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 9.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 9.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 9.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 9.6. All investments of money under the control of the council shall be in the name of the council.
- 9.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 9.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

10. INCOME

- 10.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 10.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 10.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 10.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 10.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 10.6. The origin of each receipt shall be entered on the paying-in slip.
- 10.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 10.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 10.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 10.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 11.2. Order books/file shall be controlled by the RFO.

- 11.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 11.4. A member may not issue an official order or make any contract on behalf of the council.
- 11.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

12. CONTRACTS

12.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£213,477)
- b. For public works contracts 5,336,937

13. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 13.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

14. STORES AND EQUIPMENT

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 15.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 15.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 15.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16. INSURANCE

- 16.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 16.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. [CHARITIES

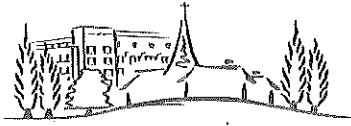
- 17.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

18. RISK MANAGEMENT

- 18.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 18.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 19.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



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 803918

28th April 2022

Dear Members

You are hereby summoned to an **EXTRA ORDINARY MEETING** of **FILTON TOWN COUNCIL** to be held on **Tuesday 3rd May 2022 at 6.30pm** in the **Badminton Hall, Elm Park, Filton BS34 7PS**

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 remove any member of the public causing a disturbance.

SINGLE TOPIC AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. Filton and Brentley Transport Improvements Public Consultation (pages 1-16)



Filton and Brentry Transport Improvements Consultation

Introduction

South Gloucestershire Council and Bristol City Council are consulting on proposals to improve walking and cycling routes in Filton and Brentry as well as proposals for relocating two existing bus stops on the A38 to improve traffic flows.

South Gloucestershire Council and Bristol City Council are proposing a traffic management system to keep the transport network running smoothly as well as improved walking and cycling routes in the following areas:

- Charlton Road, between Pen Park Road and Charlton Mead Drive
- The A38, between the new CPNN access and the Filton roundabout
- Filton Avenue, between the A38 and the A4174 Avon Ring Road
- A4174 Avon Ring Road, between Filton Avenue and Concorde Way

Both Bristol City and South Gloucestershire Councils have also declared Climate Emergencies, and made commitments to Net Zero by 2030. This means investment is needed to make walking, cycling and using public transport easier to encourage people to leave the car at home.

Q1 Are you responding...? Please tick all that apply

- ☐ ...as a local resident
- ☐ ...someone who works in the local area
- ☐ ...on behalf of a local business
- ☐ ...as a voluntary, community sector organisation
- ☐ ...on behalf of a parish or town council
- ☐ ...as a local councillor
- ☐ Other (Please state)

If 'other' please specify or if you are responding on behalf of an organisation, please tell us its name.

Q2 How frequently do you normally travel along the following routes?

	Daily	3 to 4 times a week	1 to 2 times a week	Fortnight ly	Monthly	A few times a year	Rarely	Never
Charlton Road	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between Filton Avenue and Filton Roundabout	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between Hayes Way and Filton Avenue	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between the M5 Junction 16 and Hayes Way	☐	☐	☐	☐	☐	☐	☐	☐
Filton Avenue	☐	☐	☐	☐	☐	☐	☐	☐
The A4174 Ring Road, between Filton Roundabout and Abbeywood Roundabout	☐	☐	☐	☐	☐	☐	☐	☐

Q3 How do you travel along those routes selected above?

	Bicycle/ e-bike	On foot	Bus	Car (single occupa ncy)	Car (multiple occupa ncy)	Motorc ycle	Lorry or van	Taxi/ uber	Do not use
Charlton Road	☐	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between Filton Avenue and Filton Roundabout	☐	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between Hayes Way and Filton Avenue	☐	☐	☐	☐	☐	☐	☐	☐	☐
The A38, between the M5 Junction 16 and Hayes Way	☐	☐	☐	☐	☐	☐	☐	☐	☐
Filton Avenue	☐	☐	☐	☐	☐	☐	☐	☐	☐
The A4174 Ring Road, between Filton Roundabout and Abbeywood Roundabout	☐	☐	☐	☐	☐	☐	☐	☐	☐

Q4 For what reason do you undertake **most** of your journeys in the area? Tick one.

- | | |
|---|--|
| ☐ Commuting for work | ☐ Shopping |
| ☐ Commuting for education | ☐ Leisure |
| ☐ Travel as part of work (not commuting) | ☐ Visiting family and friends |
| ☐ Health | ☐ Other |

If other, please specify:

Q5 To what extent do you agree/disagree with the following statements?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	This is already my main mode of travel	N/A
I would undertake these journeys on foot more often if there were better facilities e.g. safer crossings	☐	☐	☐	☐	☐	☐	☐
I would undertake these journeys by cycle more often if there were better facilities e.g. off-road cycle paths	☐	☐	☐	☐	☐	☐	☐
My journey is often delayed by traffic congestion	☐	☐	☐	☐	☐	☐	☐
Some days my journey takes significantly longer than others, so I don't know how long my journey will take	☐	☐	☐	☐	☐	☐	☐
Development in Brentry and Filton should be accompanied by investment in sustainable transport improvements	☐	☐	☐	☐	☐	☐	☐
We need to invest to keep the transport network working smoothly, now and in the future	☐	☐	☐	☐	☐	☐	☐

Consultation on the Traffic Management System and improvements to walking and cycling in Filton and Brentry.

Proposed Traffic Management System

The roads in Filton and Brentry and the surrounding areas are an important, but congested, part of our transport network. We need to invest to ensure traffic flows smoothly, now and in the future.

The proposed Traffic Management System is designed to improve how our network operates, in terms of safety, efficiency and ability to react to changes and incidents. The proposals include co-ordinated traffic signals, electronic signage, and a communications network to ensure everything works together.

The Traffic Package also includes minor relocations of two existing bus stops along the A38 southbound, to improve traffic flows at the Filton Roundabout. The proposal to relocate the southernmost bus stop would allow us to provide a cycle crossing, which means northbound cyclists would be able to access the shared pedestrian /cycle route on the east side of the A38 more easily, guiding them towards a controlled crossing of the Ring Road.

Q6 Please tell us the extent to which you agree or disagree with the following proposals:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
The relocation of the A38 Southbound bus stop to the North of the Filton Roundabout	☐	☐	☐	☐	☐
The relocation of the A38 Southbound bus stop to the South of Filton Roundabout	☐	☐	☐	☐	☐

Q7 Do you have any additional comments on the proposed Traffic Management System?

Proposed Walking and Cycling Package

We are proposing to improve walking and cycling facilities in Filton and Brentry including the journey to and from the former Filton Airfield / arena development.

The routes include:

- Charlton Road, which forms a bus/walk/cycle access to the Filton Airfield development and Arena.
- The A38 between the new Airfield access and Filton Roundabout.
- The A38 to Concorde Way, via Filton Avenue. Including
- A38 section (included above)
- Filton Avenue
- A4174 Avon Ring Road, between Filton Avenue and Concorde Way

Additional routes to/from the north will be provided through the Filton Airfield development, the routes chosen for improvements will support people in walking or cycling to/from the Arena development.

Q8 Please tell us how important you think the following proposals are:

	Very important	Fairly important	Neither important nor unimportant	Fairly unimportant	Not at all important
Charlton Road walking improvements	☐	☐	☐	☐	☐
Charlton Road cycling improvements	☐	☐	☐	☐	☐
A38 (Filton Roundabout to new Airfield Access) Walking improvements	☐	☐	☐	☐	☐
A38 (Filton Roundabout to new Airfield Access) Cycling improvements	☐	☐	☐	☐	☐
Filton Avenue Walking Improvements	☐	☐	☐	☐	☐
Filton Avenue Cycling Improvements	☐	☐	☐	☐	☐
A4174 Ring Road (Filton Avenue to Abbeywood Roundabout) Walking Improvements	☐	☐	☐	☐	☐
A4174 Ring Road (Filton Avenue to Abbeywood Roundabout) Cycling Improvements	☐	☐	☐	☐	☐

Q9 Do you have any additional comments regarding the proposed routes to improve walking and cycling to/from the Arena?

Proposals for Charlton Road

This route links Southmead with the bus/walk/cycle access to the Arena and former Filton Airfield sites. We want to make cycling easy for everyone, and to provide off-carriageway facilities where most users feel safe to cycle.

Q10 To what extent do you agree or disagree to the following proposed measures for **Charlton Road**?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Off-road cycle facility provided on east side for the full route	☐	☐	☐	☐	☐
Segregation between pedestrians and cyclists between Pen Park Road and Charlton Mead Drive	☐	☐	☐	☐	☐
Shared use cycle/pedestrian path to the north of Charlton Mead Drive to link with an existing shared-use path into the Airfield, noting that there is insufficient highways land to provide segregated facility	☐	☐	☐	☐	☐
Raised tables and footway/cycleway cross overs at side roads to provide continuous priority for pedestrians and cyclists	☐	☐	☐	☐	☐
Parking layby retained for local shops	☐	☐	☐	☐	☐
Priority for pedestrians over cyclists at bus stops	☐	☐	☐	☐	☐
Improved pedestrian/cycle crossing at junction with Pen Park Road, with cycle transition points between on and off road routes	☐	☐	☐	☐	☐

Q11 Do you have any additional comments regarding our proposals for Charlton Road?

Proposals for the A38 between new Airfield Access and Filton Roundabout

The A38 carries high levels of traffic at high speeds, with a large number of buses and Heavy Goods Vehicles (HGVs). Off-road facilities are needed to enable people to feel safe cycling on this part of the network. There are some existing sections of the A38 where space is shared between pedestrians and cyclists, and some sections of "light segregation", where pedestrians and cyclists are separated by a painted line.

Q12 To what extent do you agree or disagree to the following proposed measures on **A38 between new Airfield Access and Filton Roundabout**?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Focus on providing off-road facilities for cyclists	☐	☐	☐	☐	☐
Provide segregation between cyclists, pedestrians and vehicles, wherever there is space to do so	☐	☐	☐	☐	☐
Provide a shared-use path for pedestrians and cyclists, where there is not space to fully segregate pedestrians, cyclists and vehicles	☐	☐	☐	☐	☐
Priority for pedestrians over cyclists at bus stops	☐	☐	☐	☐	☐
Improvements to existing traffic signal crossings for pedestrians and cyclists	☐	☐	☐	☐	☐

Q13 Do you have any additional comments regarding our proposals for the A38?

Proposals for Filton Avenue

Pedestrians and cyclists can currently cross the A38 to access Filton Avenue at the Filton Avenue/A38 junction, and the A38/Cleve Road junction. College Road, which links Cleve Road and Filton Avenue carries low volumes of traffic and is proposed to be signed as a cycle route. We want to make cycling easy for everyone, and to provide off-carriageway facilities where most users feel safe to cycle.

Q14 To what extent do you agree or disagree to the following proposals for **Filton Avenue**?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Segregated cycle route on west side of Filton Avenue	☐	☐	☐	☐	☐
Multiple entry and exit points to the route	☐	☐	☐	☐	☐
Raised tables and footway/cycleway crossovers at side roads to provide continuous priority for pedestrians and cyclists	☐	☐	☐	☐	☐
New, safe pedestrian/cycle crossing at southern end near the Ring Road, to link with the onward route on north side of the Ring Road	☐	☐	☐	☐	☐
Pedestrian crossing extending over cycle route at crossing points, giving pedestrians priority over cyclists	☐	☐	☐	☐	☐
Upgrade A38 pedestrian crossing to TOUCAN (include cyclists) Crossing and widened footway at A38/Cleve Road, to link with A38 route	☐	☐	☐	☐	☐
Re-configuration of local parking arrangements, to facilitate the scheme without a net loss of parking spaces	☐	☐	☐	☐	☐

Q15 Do you have any additional comments regarding our proposals for Filton Avenue?

Proposals for the A4174 Avon Ring Road between Filton Avenue & Abbeywood Roundabout

On-road cycling is not desirable on the A4174 Ring Road as it is a high-speed dual carriageway, carrying large volumes of traffic. The rail bridge presents a constraint to provide segregated off-road pedestrian and cycle routes.

Q16 To what extent do you agree or disagree to the following proposed measures for the **Ring Road, between Filton Avenue & Abbeywood Roundabout?**

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Retention of shared pedestrian/cycle route on the north side of the Ring Road	☐	☐	☐	☐	☐
Improve links to this route	☐	☐	☐	☐	☐
Cycle lane markings and changes to priority on New Road alongside the Ring Road, to address local issue of lack of awareness of cyclists	☐	☐	☐	☐	☐
Improvements to tactile paving and dropped kerbs for pedestrians	☐	☐	☐	☐	☐

Q17 Do you have any additional comments regarding our proposals for the Ring Road?

About You

This section is really important. It's vital that we understand the experiences of a wide range of respondents in order to ensure that everyone is treated equally. By understanding more about what people from diverse backgrounds tell us, we can ensure we act appropriately to meet needs. All questions are optional and any responses to these questions will remain confidential. Individuals will not be identified and personal details will not be published.

Q18 Please tell us your postcode.

This is used for analysis purposes only.

Q19 Are you?

☐ Female

☐ Male

☐ Other

☐ Prefer not to say

Q20 Please tell us your sexual orientation?

☐ Bisexual

☐ Gay Man

☐ Lesbian/Gay woman

☐ Heterosexual/Straight

☐ Other

☐ Prefer not to say

Q21 Please tell us your ethnic origin

☐ Arab

☐ Asian/Asian British - Bangladeshi

☐ Asian/Asian British - Chinese

☐ Asian/Asian British - Indian

☐ Asian/Asian British - Other

☐ Asian/Asian British - Pakistani

☐ Black/African/Caribbean/Black British - African

☐ Black/African/Caribbean/Black British - Caribbean

☐ Black/African/Caribbean/Black British - Other

☐ Gypsy or Irish Traveller

☐ Mixed/multiple ethnic group - Other

☐ Mixed/multiple ethnic group - White & Asian

☐ Mixed/multiple ethnic group - White & Black African

☐ Mixed/multiple ethnic group - White & Black Caribbean

☐ White - English / Welsh / Scottish / Northern Irish / British

☐ White - Other (please state)

☐ White Irish

☐ White - Roma

☐ Other ethnic group

☐ Prefer not to say

Q22 What is your age?

☐ Under 18

☐ 18 to 24

☐ 25 to 34

☐ 35 to 44

☐ 45 to 54

☐ 55 to 64

☐ 65 to 75

☐ Over 75

☐ Prefer not to say

Q23 Do you consider yourself to be disabled? **(Please tick all that apply)**

- ☐ No
- ☐ Prefer not to say
- ☐ Yes - Physical impairment, such as difficulty using arms or mobility issues which may mean using a wheelchair or crutches
- ☐ Yes - Sensory impairment, such as being blind/having a serious visual impairment or being deaf/have a hearing impairment
- ☐ Yes - Mental health condition, such as depression, anxiety or schizophrenia
- ☐ Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)
- ☐ Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- ☐ Yes - Other (please state)

Q24 If yes, please, please tell us how this affects the way that you access or use council services.

Q25 Religion/belief

- | | |
|------------------------------------|--|
| ☐ Buddhist | ☐ Sikh |
| ☐ Christian | ☐ Any other religion (please state) |
| ☐ Hindu | ☐ No religion |
| ☐ Jewish | ☐ Prefer not to say |
| ☐ Muslim | |

If other, please state:

Q26 Do you identify as a transgender person?

- ☐ Yes ☐ No ☐ Prefer not to say

Q27 Which of the following best describes your usual employment status?

- | | |
|---|--|
| ☐ Employed full-time | ☐ Temporary sick |
| ☐ Employed part-time | ☐ Long-term sick |
| ☐ Self-employed full-time | ☐ Unemployed |
| ☐ Self-employed part-time | ☐ Retired |
| ☐ Student | ☐ Prefer not to say |
| ☐ Looking after the family or home | |

Q28 Are you currently, or have you previously, served in the UK Armed Forces?

- | | |
|--|--|
| ☐ No | ☐ Yes - previously served in Regular Armed Forces |
| ☐ Yes - currently serving | ☐ Yes - previously served in Reserve Armed Forces |

Please return your completed questionnaire to Freepost SGC,

Any personal information that you have supplied will be held by South Gloucestershire Council in accordance with the Data Protection Act 2018 and UK General Data Protection Regulations (UKGDPR) 2021. This information will only be used as part of this exercise and personal information will not be published or passed onto any other organisation. Your personal information collected as part of this survey will be kept for two years to help us improve services before being securely destroyed. Our privacy notice, which explains how we will process your personal information, how long we will retain it and your rights as a data subject, is available at www.southglos.gov.uk/privacy

Filton and Brentry Transport Improvements Package FAQs

What are you consulting on?

South Gloucestershire Council and Bristol City Council have launched a consultation on proposals to improve walking and cycling routes in Filton and Brentry.

Why are these improvements needed?

The proposed improvements to walking and cycling routes in Filton and Brentry will support sustainable travel in these areas. They will also support proposed developments in north Bristol, including Brabazon Arena and Cribbs Patchway New Neighbourhood (CPNN), including the former Filton airfield site.

Where will the improvements be made?

Improvements to walking and cycling routes are proposed for the following areas:

- Charlton Road, between Pen Park Road and Charlton Mead Drive
- The A38, between the new CPNN access and the Filton roundabout
- Filton Avenue, between the A38 and the A4174 Avon Ring Road
- A4174 Avon Ring Road, between Filton Avenue and Concorde Way

Why have these areas been chosen?

With new development coming forward on the former airfield, including the Brabazon Arena, we have investigated the routes to the south that people are likely to use to travel to and from this area.

What are the proposed improvements?

The improvements include a mixture of new off-carriageway cycling facilities, segregated walking and cycling routes, raised footway/cycleways at side road junctions to give priority to pedestrians and cyclists, and new crossings.

There are also proposals to relocate two existing bus stops along the A38 to improve traffic flows at the Filton roundabout. These are the southbound stop at Springfields and the southbound stop at Filton Church.

Additionally, we are also proposing a new traffic management system for the area, which will use smart technology to improve traffic flows on roads especially during busy times.

More detailed plans for the proposals are available to view at www.southglos.gov.uk/filton-brentry-consultation

What is a traffic management system and how will it work?

The new traffic management system for the area will use smart technology to improve traffic flows on roads especially during busy times.

It will link and co-ordinate traffic signals, alter traffic signal timing to disperse crowds and manage incidents. Variable Message Signage will be installed at key locations in the local and wider area, to inform people of potential congestion in advance allowing them to change time of travel or routes.

The Traffic Management System will be automated for the majority of the time, operating as efficiently as possible but there will also be the ability for experienced traffic engineers to manually over-ride the system in the event of an emergency.

Who will be responsible for delivering the improvements?

The improvements will be delivered by South Gloucestershire Council and Bristol City Council.

Where is the money coming from to pay for these improvements?

The improvements would be funded through a combination of developer contributions and the West of England Combined Authority. South Gloucestershire and Bristol City Council are submitting a

Business Case to the Combined Authority to help secure funding.

When will construction take place and how long will it last?

We do not have a start date for the construction work, at this early stage in the design and consultation process, but we will inform the community as soon as this is confirmed. It is anticipated the work will complete in early 2024.

How will the scheme benefit me?

The proposed improvements to walking and cycling routes will make it safer and more attractive to walk or cycle in the Filton and Brentry areas.

The new traffic management system will improve traffic flows on roads in the area, especially during busy times. This will reduce congestion, and improve journey times for all road users.

The changes to two existing bus stops along the A38 will also help improve traffic flows at the Filton roundabout.

How does the scheme fit in with the council's declared climate emergency and carbon targets?

In July 2019, South Gloucestershire Council declared a Climate Emergency. The council has taken urgent steps to address this situation and prepare for the local impact of climate change and reducing carbon emissions. Transport is a key generator of carbon emissions and represents the largest source of emissions.

An important part of our response to the Climate Emergency is to provide improved walking and cycling routes and public transport. By doing this we hope to encourage people to make the switch to more sustainable travel, especially for local journeys.

How will safety be improved?

Providing off-road facilities for cyclists will reduce the risk of collisions between cyclists and vehicles. Where possible the cycle tracks will also be separated from the footway and bus stops to reduce the risk of collisions between cyclists and pedestrians including waiting bus passengers.

The scheme has been designed using national guidance and best practice including LTN1/20, which includes guidance on the separation of pedestrians, cyclists, and motor vehicles, which is proposed as far as possible within space constraints.

What are the next steps for the scheme?

We will review the responses received through the public engagement. They will be taken into account as we progress with the design work for the scheme and submission of a Full Business Case to the West of England Combined Authority later this year.

How do I find out more about the scheme?

More detailed plans for the proposals are available to view at www.southglos.gov.uk/filton-brentry-consultation

If you have a question, please email transport.services@southglos.gov.uk or please attend one of the drop-in events being held during the consultation period.

These events are being held:

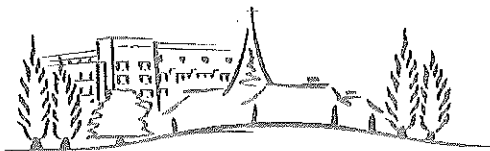
- Monday 25 April 2pm to 5pm at Filton Library
- Wednesday 27 April 12pm to 3pm at Southmead Library

You do not need to book to attend these events – just drop in.

How can I have my say?

You can have your say by completing our online survey at www.southglos.gov.uk/filton-brentry-consultation

If you require a paper copy, please email transportservices@southglos.gov.uk or call 01454 868009.



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 803918

20th June 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 28th June 2022**. To be held **at 7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,

Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. **Presentation and adoption of 2021/22 Financial Statements by Derek Kemp, Accounting Solutions**
5. End of Year Statutory requirements
 - i) Approval and adoption of Financial Statements Year End 2021-2022 (appendix 1)
 - ii) To agree section 1 Annual Governance Statement 2021-2022 (pages 1-7)
 - iii) To approve section 2 Accounting statements (AGAR)2022 and accept the Internal Audit Report there in
 - iv) To agree the notice of Public Rights and record where to be advertised (pages 8-12)
6. To approve the minutes of the meeting held 17th May 2022 (pages 13-14)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update (page 15)
9. South Gloucestershire Reports:
Cllr A Monk – (page 16-17)
Cllr C Wood – (no submission)
10. Submission from members – i) **Notices of Motion**
Motion 1 proposed by Cllr T Mewies
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).¹ seconded by Cllr B Mead.

Motion 2 proposed by Dan Boardman

1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process
2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan
3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)
4. Proposal: have the neighborhood plan as a standing item on the full council agenda- seconded by Cllr D Collins

11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Schedule from previous meeting (pages 18- 20)
 - ii) Full Council Finance and General Minutes 14th June 2022 (page 21-22)
 - iii) Leisure Centre Contract update
12. Consultation Spreadsheet (pages 23-25)
13. Payments for Information (pages 26-27)

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must 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 on the authority website/webpage **before 1 July 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 the authority website/webpage:

Before 1 July 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2022**.

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 been published where required?		
	Has the bank reconciliation as at 31 March 2022 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 2021/22

FILTON TOWN COUNCIL

www.filtontowncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements		✓	
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
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

07/03/2022

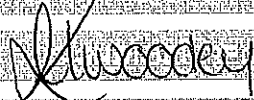
08/03/2022

20/06/2022

Name of person who carried out the internal audit

Kerry Woodey

Signature of person who carried out the internal audit



Date

22/06/2022

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

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

Internal Auditors Note – Filton Town Council

Internal Control Objective – Box L

Checks have been made on the Council's compliance with the Transparency Code. Filton Town Council has an income of over £200k per annum and therefore needs to comply with the larger Council's code. Below sets out the areas in which further action is or needs to be taken place.

Expenditure Exceeding £500 – Ensure VAT is itemised for each purchase, and it is noted where VAT is not recoverable.

Organisation Chart – Further information to be added around job roles, including whether a position is permanent or temporary alongside senior salary and salary ceiling limits being published.

Pay Multiple – This needs to be completed and published on the Town Council website.

Waste Contract – Existing waste collection contracts should be published on the Town Council website.

Where an area of the transparency code is not applicable, it would be best practice to note within the transparency page this area is currently not relevant, or it is currently a nil return. This will demonstrate that all areas of the Transparency Code have been reviewed and considered.

A handwritten signature in black ink, appearing to read 'K. Woodey', with a stylized flourish at the end.

Kerry Woodey – Audit Officer

22nd June 2022

Section 1 – Annual Governance Statement 2021/22

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 2022, 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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

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

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

and recorded as minute reference:

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

Chairman

Clerk

www.filtontowncouncil.gov.uk

THIS DOCUMENT IS AVAILABLE FOR REVIEW AT THE FOLLOWING ADDRESS:

Section 2 – Accounting Statements 2021/22 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	44,726	452,242	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	981,786	986,694	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	-370,245	314,377	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	-622,119	-486,302	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	-15,909	-16,614	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	-306,487	-261,421	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	452,242	988,976	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	452,471	1,002,248	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	3,061,154	3,067,313	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	22,967	107,850	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	N/A	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 2022 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

16/05/2022

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

FILTON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(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 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **FILTON TOWN COUNCIL**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ **Friday 1st July 2022** _____

and ending on _____ **Thursday 11th August 2022** _____

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)



Signed: _____

Role: Town Clerk & Responsible Financial Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Smaller authority name: **FILTON TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement <u>29th June 2022</u> (a) 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 2022, these documents will be available on reasonable notice by application to: (b) Lesley Reuben, Town Clerk & RFO Filton Town Council, Elm Park, Filton, South Glos. BS34 7PS Tel: 01454 803 918 Email: lesley.reuben@filtontowncouncil.gov.uk. commencing on (c) <u>Friday 1st July 2022</u> and ending on (d) <u>Thursday 11th August 2022</u> 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	(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 include the first 10 working days of July.

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-l.com) 5. This announcement is made by (e) <u>Lesley Reuben, Town Clerk & RFO</u> <u>Filton Town Council</u>	(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 and the Accounts and Audit Regulations 2015 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. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. 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*.

PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, M Chaudhry, Alan Bird, Dan Boardman

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

APOLOGIES: N/A A Doyle I Scott, B Mead A Monk

NON-ATTENDANCE: N/A

0269. ELECTION OF CHAIR: Cllr Darryl Collins was proposed and seconded as Chair of Filton Town Council. It was voted unanimously **FOR**.

0270. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR**.

0271. APOLOGIES FOR ABSENCE: Apologies noted

0272. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0273. DECLARATIONS OF INTEREST: None declared

0274. SUBMISSIONS FROM PUBLIC:

i) **An update on the current Active Nation Contract was requested.** The Town Clerk gave an update of the current situation of when the Full Council has had chance to meet and discuss the new options being delivered by Robin Thompson at the Extra Ordinary Meeting 19th May 2022 there will be a full public update available.

0275. TO APPROVE MINUTES OF THE MEETING HELD 27th May 2021: The minutes were approved an accurate.

0276. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0277. TO APPROVE AND ADOPT :-

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0278. REVIEW OF INVENTORY & LAND ASSETS: The document was noted,

0279. DEBT RECOVER POLICY: The Policy was approved unanimously

0280. CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.

0281. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0282. SUBMISSIONS FROM MEMBERS:

i) Appointment of committee members and outside bodies: -

Full Council now meet twice a month with the one being dedicated to Finance and General Purposes. This meeting can have a separate chair.

It was unanimously agreed to continue to these twice monthly meetings.

ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles.

0283. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Finance Committee Minutes 10th May 2022 - Noted
- ii) Planning Schedule 10th May 2022 – Noted
- iii) Annual Report 2022 – discussion and price comparison of printing options, it was proposed and seconded to go with printing in local magazine and have centre pages. Voted FOR unanimously.

0284. Reports from other Organisations

- 0285. Consultation Spreadsheets-** After a discussion it was decided to bring the consultation to the next Full Council Finance and General meeting 14th June 2022 to have time to prepare a detailed response from Filton Town Council.

There being no further business the meeting closed at 8.50p.m.

Filton Beat Team Report

There has been a recent spike of vehicle crime in the Filton area. Investigation into offences are still ongoing. Recent arrests have resulted in one suspect being charged with an offence. The suspect is also being investigated for other outstanding offences in the area.

Burglary levels currently remain low in an around the Filton Area, with only a handful of reported incidents.

There has been a spike of theft of pedal cycles in and around Abbeywood area. At this stage no suspects have been identified. PCSO's have continued to patrol this area to provide a presence in order to deal with this issue and the previous ASB issues around Abbeywood Retail Park.

The ASB issues around Abbeywood and mainly McDonalds has decreased. There are still pockets of groups hanging around the area, but they are not causing any issues that require police involvement.

There has been an increase in Anti-social behaviour issues in Millennium green. Reports received of Youths damaging trees and reports of motorized quads and bikes being ridden around the area. Officers and PCSO's have continued to focus time, when they can, patrolling the green area to offer a high visibility presence.

PCSO's have continued to monitor traffic issues in the area and liaise with the local schools. Reported issues regarding parking complaints have decreased

PC G Pretlove

Cllr Adam Monk Report for Filton Town Council Tuesday 28th June 2022.

I may not be able to make this meeting due to a clash of meetings with South Glos, Audit & Accounts.

One of the main things town councillors should be aware of is the recent Inadequate Ofsted rating of Vinney Green Secure Children's Home in Emersons Green. Inspectors found the use of unlawful restraint and separation, and restraint that caused children pain. An investigation is now taking place a different interim Registered Manager is in post for the time being.

There is also continued work and scrutiny going on regarding the "Front Door" for Children's Services, where concerns from the public are initially reported. It's after a recent Inadequate Ofsted inspection where various issues were highlighted, including (a lack of) timeliness in response, and a (lack of) quality of intervention and recording keeping.

The Council is undergoing an organisational structure change, where children's and adult's social services are being split into different divisions. At the moment they come under one banner known as "Children, Adults and Housing", or CAH.

Councillors recently received a report outlining the impact of work with Armed Forces personnel, as part of South Gloucestershire Council's commitment to keeping the Armed Forces Covenant, a national scheme. Dozens were reached over the year of the programme although questions were asked about whether more could've been reached during that time, and whether different service providers would be sought if reach does not improve.

South Gloucestershire Council is continuing with plans to pedestrianise Thornbury High Street. Several members of the public have come to recent Full Council and Cabinet meetings to express their opposition to the move, and a protest was recently held on the High Street against the

change. Leader of the Council Toby Savage appeared on BBC Radio Bristol to defend the plan.

South Gloucestershire Council is also moving forward with plans to bring town and parish councils in a) Kingswood and b) Staple Hill and Mangotsfield. This is despite a majority of people saying they did not want these when a consultation was held on the topic.

West of England Combined Authority (WECA) Mayor Dan Norris is attending July Scrutiny Commission to defend his record on buses. It's after members of the public raised route closures.

Officers and a Task and Finish Group are currently working on a new waste management contract for the whole of South Gloucestershire. The current PFI contract with Suez is due to expire within the next five years; those involved are assessing various vehicle, collection, and back-end waste management options.

After conducting research as part of its Spatial Development Strategy, WECA felt it would be possible to build 92,000 more homes across BANES, Bristol and South Gloucestershire in the next twenty years. This compares to 110,000 proposed by a standard formula used by central government. Local authority leaders in Bristol and BANES supported the SDS numbers but Toby Savage felt too many (37,000) were being proposed for South Gloucestershire, so he opposed it. Because the SDS required unanimous backing, it is no longer going forward in its current form.

SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3892	P22/02678/RVC	718 Southmead Road Filton South Gloucestershire BS34 7QT Variation of condition 2 attached to permission P20/21783/F to alter the approved plans. Installation of enlarged rear dormer, erection of two storey side/rear extension and single storey rear extension to provide additional living accommodation.	Wed 01 Jun 2022	Expired
F.3893	P22/02844/HH	Tanglewood 2A Rannoch Road Filton South Gloucestershire BS7 0SA Erection of single storey side and front extension to form additional living accommodation	Sun 12 Jun 2022	Expired
F.3894	P22/02881/HH	3 Charles Road Filton South Gloucestershire BS34 7ES Erection of two storey side extension to provide additional living accommodation.	Thu 16 Jun 2022	Acknowledge no comment to add
F.3895	P22/02877/CLP	24 Wallscourt Road South Filton South Gloucestershire BS34 7NU Change of use from 1 no. residential dwelling (Class C3) to small House of Multiple Occupancy (HMO) (Class C4).	Thu 16 Jun 2022	Comment : Please confirm if already in C4 use and ensure is on the HMO register
F.3896	P22/02885/CLP	26 Fourth Avenue Filton South Gloucestershire BS7 0RW Installation of rear dormer to facilitate loft conversion.	Fri 17 Jun 2022	OBJECTION No Application form to view . FTC would like have in added to deeds that's use can not change from C3 to C4.
F.3897	P22/02942/HH	59 Station Road Filton South Gloucestershire BS34 7JN Erection of single single storey side extension to form additional living accommodation.	Fri 17 Jun 2022	Acknowledge no comment to add
F.3898	P22/03056/F	8 Charlton Avenue Filton South Gloucestershire BS34 7QX Erection of 5 no. detached dwellings with new access and associated works	Thu 23 Jun 2022	OBJECTION Massive ecological impact Not inkeeping with neighbouring housing. Drainage report needed All the following need adhering to: NPPF Para 174 – 182 (Conserving and Enhancing the Natural Environment, Habitats and Biodiversity), National Planning Policy Framework PSP18 – (Statutory Wildlife Sites: European Sites and Sites of Special Scientific Interest (SSSIs)) - South Gloucestershire Local Plan (PSP Plan) PSP21 (Wider Biodiversity) - South Gloucestershire Local Plan (PSP Plan) CS9 (Managing the Environment and Heritage) - Core Strategy CS2 (Green Infrastructure) - Core Strategy PSP3 (Trees and Woodland) - South Gloucestershire Local Plan (PSP Plan)

SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

F.3899	P22/03089/F	26 Bridgman Grove Filton South Gloucestershire BS34 7HR Erection of rear ground floor and first floor side extensions to facilitate change of use from 6 bedroom HMO (Class C4) to 8 bedroom HMO (Sui Generis) as defined in Town and Country planning (Use Classes) Order 1987 (as amended).	Tue 28 Jun 2022	OBJECTION over-development of the area, and insufficient detail provided within the application and drawings. The street and utilities have been designed for up to 4 person dwelling. This increase of 50% (or more given some bedrooms may house more than one person) may create adverse strain on: - sewerage (NO sewer layout or capacity study has been provided) - parking (NO parking survey or dimensions for off street parking to serve at least 3 cars, as per planning regulations, have been provided) There is already 1 licensed HMO in the immediate neighbour, and a total of 7 within 100m of the property. Furthermore, no dimensioned drawings have been submitted to show that the proposed additional bedrooms are above the minimum size. It is requested that terms of the planning permission include a restriction that no more than 3 vehicles may be stored by the residents and/or tenants at the property or in nearby surrounds at any one time. The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021
--------	-------------	---	----------------------------	---

SCHEDULE OF PLANNING APPLICATIONS 10/05/2022

F.3900	P22/03166/HH	9 Lomond Road Filton South Gloucestershire BS7 0SD Demolition of existing garage and conservatory. Erection of two storey side and single storey rear extension to provide additional living accommodation.	4 th July 2022	OBJECTION to second storey due to overdevelopment. Not in keeping with neighbouring properties
F.3901	P22/03241/CLP	104 Gloucester Road North Filton South Gloucestershire BS34 7PF Installation of rear dormer and side velux window to facilitate loft conversion.	5 th July 2022	FTC Acknowledge no comment to add
F.3902	P22/03234/CLE	3 Sixth Avenue Filton South Gloucestershire BS7 0LT Continued use as small House in Multiple Occupation (HMO) for 6 tenants (Class C4).	5 th July 2022	FTC would like evidence from 2 redacted tenants/parties confirming already in C4 use

PRESENT: Cllrs: A Doyle (Chair), A Bird, D Boardman, K Briffett, B Mead
D Collins A Kenyon,

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

APOLOGIES: Cllrs, A.Monk, A Robinson, C Wood, T Mewies

NON-ATTENDANCE: M.Chaudhry

0377. Election of Chair and Declaration of Acceptance of Office

Chair of Finance and General Purposes Cllr Doyle was proposed and seconded to remain as Chair and voted unanimously FOR.

0378. Election of Vice Chair and Declaration of Acceptance of Office. Cllr Mewies was proposed and seconded to remain as Vice Chair and voted unanimously FOR

0379. APOLOGIES FOR ABSENCE: Apologies were noted

0380. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0381. DECLARATIONS OF INTEREST: Cllr Kenyon declared interest in Twinning Ass.

0382. TO APPROVE THE MINUTES OF THE MEETING HELD 10th May 2022: The minutes were approved as an accurate record.

0383. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: It was noticed that it had been missed from agenda was the

0384. PUBLIC PARTICIPATION: A resident returned with the same issues with potholes and pavements of Park Road. The South Glos Cllr that had previously looked in to was absent so FTC to get an update FTC also to get a list of the dates when South Glos Council allocate money and routes for re surfacing. FTC would then develop a priority list of roads to consider when making the decisions.

ACTION FTC Office

0385. GRANT SUBMISSION: TWINNINGS ASSOCIATION: After a discussion it was proposed and seconded to increase the amount of grant to a maximum of £1000 but to ask a Twinning's representative to attend a Full Council Meeting and present the future visions for the committee. It was voted 4 FOR, 2 AGAINST, 1 ABSTAINATION.

ACTION FTC Office

0386. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Council Vacancy:** Details of vacancy process discussed and confirmed the vacancy notice will be public from 5th July 2022

ii) **AN:** Non-Commercially sensitive update given regarding the delay on signing the contract. Proposed and seconded for commercially sensitive issue to be dealt with in closed session. Voted 6 FOR 1 ABSTAIN.

0387. INCOME AND EXPENDITURE: Queries raised regarding over budget of codes 201,203 and 909. FTC office to bring response to next finance meeting.

ACTION FTC Office

0388. BALANCE SHEET: Noted

0389. RECONCILIATION: Month 1 2022/23 Approved as accurate.

0390. PAYMENTS FOR INFORMATION: Month 1 2022/23 Approved

0391. FILTON TOWN COUNCIL RESPONSE TO NORTH FRINGE PUBLIC CONSULTATION:
Councillors did not have a prepared response so requested an extension to be applied for.
It was recommended that should a separate meeting for large consultations and attendance
would be registered as a Full Council Meeting.

ACTION FTC Office

Chair as public and Press to leave as next item was a closed session

0392. AN UPDATE: The Town Clerk gave an in-depth account of the reasons in the delay of
signing the contract, issues had arisen out of FTC hands that put more risk on the Council.
AN had already corrected most of the issues and all expected to be done by 24th June and
signing will take place then.

Chair Closed the Meeting 8.25pm

Public Consultation Spreadsheet June 2022

Consultation	Consultation Period	Summary
Recommissioning Our Youth Activities Offer	1 Jun 2022 -23 Aug 2022	The Youth Activities Offer commission began on 1st April 2019 and delivers centre based youth provision, open to all, in each of the five priority neighbourhoods (Patchway, Yate, Kingswood, Staple Hill and Cadbury Heath) along with weekly sessions for young people with learning difficulties and/or disabilities and provision for LGBTQ+ young people across the area. The contract also provides additional centre based and detached youth work sessions outside of those priority neighbourhoods. The provision is currently delivered by four lead organisations: Southern Brooks Community Partnership (Lot 1 – West) Learning Partnership West (Lot 2 – East) Creative Youth Network (Lot 3 – South) Diversity Trust CIC (LGBTQ+ provision across all areas) These organisations also sub-contract and have developed partnerships with a wide range of local providers, including town and parish councils. We are now preparing for the recommissioning of the youth activities offer, working towards implementing new contracts from 1 April 2024. The first part of the recommissioning process is to consult with young people, parents and carers, providers, councillors and town and parish councils about the current partnership model of delivery and whether it still meets the needs of young people. The second part of the process will be to use the feedback from this public consultation and an updated needs analysis to develop the contract specification and then invite tenders from potential providers.

Consultation for the Specialist Provider Framework	14 Jun 2022- 26 Jul 2022	South Gloucestershire Council is consulting on the specialist provider framework. "Specialist providers" include supported living, day services and mentoring services. The service predominantly supports people with learning disabilities, autism, mental health issues, sensory impairments, physical impairments, acquired brain injury and behaviours that challenge. The framework has been developed with the Learning Difficulties Partnership Board, the specialist provider forum and co-produced with Specialist Providers, staff from social care, health, and commissioning teams. It was also informed by engagement work with individuals and carers which was carried out by Evolving Communities between November 2022 – Mar 2023. About the framework Our vision Our vision for the framework is that by working together, we can and we will achieve for people in South Gloucestershire so they are able to live safe, good, healthy and fulfilled lives as part of their community. They will have the right support at the right time to achieve their full potential. What this means By putting this framework into action, we aim to: Facilitate sustainable specialist services by implementing a framework agreement that encourages providers to participate
--	--------------------------	---

Public Consultation Spreadsheet June 2022

		Reduce the need for long term higher cost placements by providing quality, effective and realistic alternatives Support sustainable use of financial resources through greater efficiencies in service delivery Support transition planning Contribute to the move towards progression/recovery based, outcomes commissioning, which is embedded in an outcome's framework Support the work of the All-Age Learning Disability Strategy to promote joint reviews of individuals achievements and targets Increase market capacity with high quality services, to support local need, so that appropriate placements can be sourced Increase our understanding of the specialist services market
--	--	--

22/06/2022

Filton Town Council 22-23

Page 1

14:39

Invoices Due for Payment by 30 June 2022

For Bought Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Aitkens Sportsturf Ltd [AITKEN]								
20/05/2022	14232	25	25-Colour boost- Now carnival		19/06/2022	828.00		828.00
Total of Invoices Due (AITKEN)						828.00	0.00	828.00
Avon Local Councils' Association [ALCA]								
30/09/2021	TINV24-02/21-22	26	26-Finance for councillors		28/10/2021	30.00		30.00
13/10/2021	INV-21915	27	27-Planning in plain english		10/11/2021	40.00		40.00
14/10/2021	INV-21922	28	28-Planning in plain english		11/11/2021	40.00		40.00
19/10/2021	INV-21936	29	29-Planning in plain english		16/11/2021	40.00		40.00
17/05/2022	INV-22019	8	8-CW Intro to CILCA		14/06/2022	40.00		40.00
Telephone : 01761 461 536						Total of Invoices Due (ALCA)	190.00	0.00
								190.00
Alide Plant Services Ltd [ALIDE]								
30/05/2022	A395611	30	30-Heavy duty fence panel		30/05/2022	24.48		24.48
Total of Invoices Due (ALIDE)						24.48	0.00	24.48
Biffa Waste Services Ltd [BIFFA]								
30/04/2022	472C09776	31	31-Waste collection		30/05/2022	538.48		538.48
30/04/2022	472C09778	32	32-Refuse collection Apr		30/05/2022	896.04		896.04
Total of Invoices Due (BIFFA)						1,434.52	0.00	1,434.52
Chandlers (Farm Equipment) Ltd [CHANDLERS]								
04/11/2021	509461	33	33-Tractor-replace battery,etc		04/11/2021	629.46		629.46
01/04/2022	592707	34	34-Labour charge		01/04/2022	60.00		60.00
27/05/2022	514084	35	35-Mower-Repair wheel hub		27/05/2022	57.60		57.60
Total of Invoices Due (CHANDLERS)						747.06	0.00	747.06
Complete Weed Control (North Wessex) Ltd [COMPLETEWE]								
18/05/2022	NWX14773	36	36-Weed control-Millennium Gree		01/06/2022	314.40		314.40
18/05/2022	NWX14775	37	37-Weed control at cycle speed		01/06/2022	60.00		60.00
Telephone : 01454 415921						Total of Invoices Due (COMPLETEWE)	374.40	0.00
								374.40
DCK Accounting Solutions Ltd [DCKBEAVERS]								
24/05/2022	TPC10179	38	38-Year end accounts 2021/22		23/06/2022	774.00		774.00
24/05/2022	TPC10180	39	39-Accounts support-19th May		23/06/2022	319.26		319.26
Telephone : 01793 739110						Total of Invoices Due (DCKBEAVERS)	1,093.26	0.00
								1,093.26
DL I.T. Solutions Ltd [DLIT]								
13/05/2022	1004753	13	13-Office 365		12/06/2022	124.80		124.80

22/06/2022

Filton Town Council 22-23

Page 2

14:39

Invoices Due for Payment by 30 June 2022

For Bought Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
17/05/2022	DI0000145	14	14-Telephone		16/06/2022	66.13		66.13	
20/05/2022	1004833	15	15-ESET Protection		19/06/2022	231.00		231.00	
10/06/2022	1004938	40	40-Microsoft office 365		10/06/2022	124.80		124.80	
Telephone : 0117 9690334						Total of Invoices Due (DLIT)	546.73	0.00	546.73
Everflow Ltd [EVERFLOW]									
18/06/2022	1606339	41	41-Water 18.07.22-17.08.22		18/06/2022	19.60		19.60	
						Total of Invoices Due (EVERFLOW)	19.60	0.00	19.60
Filton Voice Ltd [FILTONVOIC]									
04/03/2022	00988	42	42-Advert space 2 pages-Mar		03/04/2022	300.00		300.00	
11/05/2022	01033	43	43-Advert space 2 pages-May		10/06/2022	300.00		300.00	
01/06/2022	01042	44	44-Advert space 2 pages-June		30/06/2022	300.00		300.00	
Telephone : 0117 908 3066						Total of Invoices Due (FILTONVOIC)	900.00	0.00	900.00
GM Engineering (Bristol) Ltd [GMENGINEER]									
16/05/2022	SI-1512	16	16-Climbing frame repairs		15/06/2022	264.00		264.00	
Telephone : 0117 946 5324						Total of Invoices Due (GMENGINEER)	264.00	0.00	264.00
The Global Routes Corporation Ltd [GRC]									
11/05/2022	11052022	47	47-Refund Circus Deposit 21/22		11/05/2022	1,000.00		1,000.00	
						Total of Invoices Due (GRC)	1,000.00	0.00	1,000.00
Rentokil Initial UK Ltd [INITIAL]									
06/06/2022	21693731	48	48-Service period Jun/Sept		30/06/2022	271.67		271.67	
						Total of Invoices Due (INITIAL)	271.67	0.00	271.67
Lister Wilder [LISTERWILD]									
31/05/2022	662084	45	45-Lastec carriage		30/06/2022	19.20		19.20	
Telephone : 01491 838 388						Total of Invoices Due (LISTERWILD)	19.20	0.00	19.20
Red Dog Technology Ltd [REDDOGTECH]									
28/08/2020	3039/1	64	64-Call out		27/09/2020	254.03		254.03	
						Total of Invoices Due (REDDOGTECH)	254.03	0.00	254.03
Ricoh UK Ltd [RICOH]									
07/06/2022	102043636	49	49-Copier rent 01Jun/31Aug		30/06/2022	367.95		367.95	
Telephone : 01604732700						Total of Invoices Due (RICOH)	367.95	0.00	367.95

14:39

Invoices Due for Payment by 30 June 2022

For Bought Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
South Gloucestershire Council [SGLOS2]									
19/05/2022	3804978303	50	50-Grass cutting Apr/Jun 22		18/06/2022	1,035.00		1,035.00	
01/06/2022	3804987190	51	51-Install 12m flag pole-Jubil		01/06/2022	1,440.00		1,440.00	
Total of Invoices Due (SGLOS2)						2,475.00	0.00	2,475.00	
Surrey Hills Solicitors LLP [SURREYHILL]									
23/05/2022	7015	53	53-Outsourcing of Leisure Mgmt		22/06/2022	264.00		264.00	
14/06/2022	7150	52	52-Outsourcing of Leisure mgmt		14/06/2022	198.00		198.00	
Total of Invoices Due (SURREYHILL)						462.00	0.00	462.00	
Travis Perkins Trading Co Ltd [TRAVIS]									
06/05/2022	3015AQV215	18	18-Gap filler		05/06/2022	17.30		17.30	
16/05/2022	3015AQV820	17	17-Postcrete		15/06/2022	34.61		34.61	
30/05/2022	3015AQW784	55	55-Holster trousers		22/06/2022	255.99		255.99	
13/06/2022	3015AQX561	54	54-Craft saw blade		22/06/2022	23.74		23.74	
Telephone : 01604 684208						Total of Invoices Due (TRAVIS)	331.64	0.00	331.64
YZDesigns									
01/05/2022	4840	56	56-Website maint Jun22/2		31/05/2022	432.00		432.00	
Telephone : 07974 900 219						Total of Invoices Due (YZDESIGNS)	432.00	0.00	432.00
Zurich Municipal [ZURICH]									
06/04/2022	514201323	927	927-Insurance May22/Apr23		06/04/2022	367.29		367.29	
Total of Invoices Due (ZURICH)						367.29	0.00	367.29	
Total of Invoices Due (Bought Ledger)						12,402.83	0.00	12,402.83	
TOTAL OF INVOICES DUE (ALL LEDGERS)						12,402.83	0.00	12,402.83	

PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, , Alan Bird, Dan Boardman, A Monk, A Doyle
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer) D Kemp DCK Accounting Solutions
APOLOGIES: Cllrs: B Mead
NON-ATTENDANCE: Cllrs: M Chaudhry

0286. APOLOGIES FOR ABSENCE: Apologies noted

0287. DECLARATIONS OF INTEREST: None declared

0288. SUBMISSIONS FROM PUBLIC: No Submissions

0289. PRESENTATION AND ADOPTION OF 2021/22 FINANCIAL STATEMENTS BY DEREK KEMP, ACCOUNTING SOLUTIONS: Derek gave a summary over the current accounts of Filton Town Council. Filton Town Council are in a much better financial situation this year and he believes this will be reiterated in next year's precept.

0290. END OF YEAR STATUTORY REQUIREMENTS:

i) Approval and adoption of Financial Statements Year End 2021-2022. It was proposed and seconded to adopt the statements *Nem.com*

ii) To agree section 1 Annual Governance Statement 2021-2022: Statement It was proposed and seconded and resolved to agree to the statement *Nem.com*

iii) To approve section 2 Accounting statements (AGAR)2022 and accept the Internal Audit Report therein. It was proposed, seconded and resolved to approve the accounting statements and Audit *Nem.com*

iv) To agree the notice of Public Rights and record where to be advertised. It was proposed, seconded and resolved *Nem.com* to accept the dates in the notice and to display the documents in each Town Council Noticeboard and on the web site.

ACTION FTC OFFICE

0291. TO APPROVE MINUTES OF THE MEETING HELD 17th May 2022: The minutes were approved an accurate record. *Nem.com*

0292. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0293. FILTON BEAT TEAM UPDATE: The report was noted. Concerns were raised up regarding burglaries bordering Braemar Crescent and a local stream that falls in the Bristol boundary. FTC to investigate the security and fencing around the stream.

ACTION FTC OFFICE

0294. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – Noted

CLLR C WOOD – (no submission)

Cllr Wood arrived at this point of the meeting 7.35pm

0295. SUBMISSIONS FROM MEMBERS:

i) Notices of motion

Motion 1 Proposed by Cllr T Mewies

Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).' seconded by Cllr B Mead.

Cllr A Monk arrived at this point of the meeting 7.41pm

An amendment to the motion was proposed and seconded

Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR.

ACTION FTC OFFICE

Motion 2 proposed by Dan Boardman

1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process
2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan
3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)
4. Proposal: have the neighbourhood plan as a standing item on the full council agenda- seconded by Cllr D Collins

An Amendment was proposed and seconded to have a working group set up and report to full Council regularly.
Vote Carried Nem.com

Motion 3 by Adam Monk seconded

FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September.

Vote Carried 9 FOR 1 ABSTAIN.

ACTION FTC OFFICE

0296. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Finance Committee Minutes 14th June 2022 – Noted

ii) Planning Schedule 10th May 2022 – Noted. Councillors thanked the Committee for their hard work.

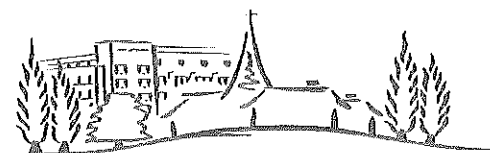
iii). Leisure Centre Contract update. Town Clerk updated on the delays of the contract and the issues with the planning permissions. It was proposed and seconded to sign the contract this week whilst still under the 30-day price lock.
Vote Carried 9 FOR 1 Against

0297. CONSULTATION SPREADSHEETS- After a discussion it was proposed and seconded to have a single item meeting to draft official responses to the consultations. FTC office to circulate the dates available and set the most popular date.

Vote Carried Nem.Com

ACTION FTC OFFICE

There being no further business the meeting closed at 8.50pm.



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 80 3918

21st July 2022

Dear Members

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

Please note that the first session of the meeting will be closed to the public due to a confidential staffing item. The main meeting follow thereafter at approx. 7.30p.m.

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

PART 1 (7.00 PM) (Closed session – Confidential)

1. Apologies for Absence
2. Declarations of Interest
3. Staff Consultation Briefing – appendix 1

PART 2 (APPROX 7.30 PM)

4. Presentation Filton Twinning Association
5. Presentation from Friends of Millennium Green
6. Submissions from the Public (max. 15mins).
7. To approve the minutes of the meeting held 28th June 2022 (*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 – (*no submission*)
Cllr C Wood – (*no submission*)
11. Submission from members – Notice of Motion
 - i) Cllr Brian Mead seconded by Cllr Tom Mewies "That this council reviews it's newsletter arrangements.
 - ii) Cllr Brian Mead Seconded by Cllr Tom Mewies "That this council explores alternative venues for council meetings during the Leisure Centre construction work.
12. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Minutes of meeting held 19th July 2022 (*pages 4-6*)
 - ii) Full Council Finance and General Minutes 14th July 2022 (*page 7*)
 - iii) Leisure Centre Contract update
 - iv) Millennium Green Gates (*pages 8-9*)

13. Consultation Spreadsheet (*pages 10-15*)

14. Payments for Information (*tbc*)

PRESENT: Cllrs: D Collins (Chair), K Briffett, T Mewies, A Robinson, C Wood, A Kenyon, , Alan Bird, Dan Boardman, A Monk, A Doyle

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer) D Kemp DCK Accounting Solutions

APOLOGIES: Cllrs: B Mead

NON-ATTENDANCE: Cllrs: M Chaudhry

0286. APOLOGIES FOR ABSENCE: Apologies noted

0287. DECLARATIONS OF INTEREST: None declared

0288. SUBMISSIONS FROM PUBLIC: No Submissions

0289. PRESENTATION AND ADOPTION OF 2021/22 FINANCIAL STATEMENTS BY DEREK KEMP, ACCOUNTING SOLUTIONS: Derek gave a summary over the current accounts of Filton Town Council. Filton Town Council are in a much better financial situation this year and he believes this will be reiterated in next year's precept.

0290. END OF YEAR STATUTORY REQUIREMENTS:

i) **Approval and adoption of Financial Statements Year End 2021-2022.** It was proposed and seconded to adopt the statements *Nem.com*

ii) **To agree section 1 Annual Governance Statement 2021-2022:** Statement It was proposed and seconded and resolved to agree to the statement *Nem.com*

iii) **To approve section 2 Accounting statements (AGAR)2022 and accept the Internal Audit Report therein.** It was proposed, seconded and resolved to approve the accounting statements and Audit *Nem.com*

iv) **To agree the notice of Public Rights and record where to be advertised.** It was proposed, seconded and resolved *Nem.com* to accept the dates in the notice and to display the documents in each Town Council Noticeboard and on the web site.

ACTION FTC OFFICE

0291. TO APPROVE MINUTES OF THE MEETING HELD 17th May 2022: The minutes were approved an accurate record. *Nem.com*

0292. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0293. FILTON BEAT TEAM UPDATE: The report was noted. Concerns were raised up regarding burglaries bordering Braemar Crescent and a local stream that falls in the Bristol boundary. FTC to investigate the security and fencing around the stream.

ACTION FTC OFFICE

0294. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – Noted

CLLR C WOOD – (no submission)

Cllr Wood arrived at this point of the meeting 7.35pm

0295. SUBMISSIONS FROM MEMBERS:

i) Notices of motion

Motion 1 Proposed by Cllr T Mewies

Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). seconded by Cllr B Mead.

Cllr A Monk arrived at this point of the meeting 7.41pm

An amendment to the motion was proposed and seconded
Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR.

ACTION FTC OFFICE

Motion 2 proposed by Dan Boardman

1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process
2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan
3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)
4. Proposal: have the neighbourhood plan as a standing item on the full council agenda- seconded by Cllr D Collins

An Amendment was proposed and seconded to have a working group set up and report to full Council regularly.
Vote Carried Nem.com

Motion 3 by Adam Monk seconded

FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September.

Vote Carried 9 FOR 1 ABSTAIN.

ACTION FTC OFFICE

0296. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Finance Committee Minutes 14th June 2022 – Noted
- ii) Planning Schedule 10th May 2022 – Noted. Councillors thanked the Committee for their hard work.
- iii). Leisure Centre Contract update. Town Clerk updated on the delays of the contract and the issues with the planning permissions. It was proposed and seconded to sign the contract this week whilst still under the 30-day price lock.
Vote Carried 9 FOR 1 Against

0297. CONSULTATION SPREADSHEETS- After a discussion it was proposed and seconded to have a single item meeting to draft official responses to the consultations. FTC office to circulate the dates available and set the most popular date.

Vote Carried Nem.Com

ACTION FTC OFFICE

There being no further business the meeting closed at 8.50pm.

BEAT TEAM REPORT

There has been a slight increase with Dwelling and Non-Dwelling burglaries, 6 recorded incidents in the last month. Small amount of property taken. One burglary occurred at St Peters church the PCSO have been tasked to carry out reassurance with the church and in the area.

There is continuing to be a spate of theft from motor vehicles in Filton and surrounding areas. Two suspects were arrested and charged. One suspect is still under investigation for offences. Most offences involve vehicles being left insecure with small items taken from the vehicles.

Levels of Anti-social behaviour in Elm Park continues to be low and there have only been sporadic reports of issues in Millennium green. There continues to be issues in and around Abbeywood, primarily McDonalds. The issues tend to be groups of youths in the car park over the weekend. Patrols are being maintained and PCSO's are monitoring the area.

Complaints regarding Parking issues on street and around schools have been low. PCSO's have dealt positively with any issues that have arisen and have continued to engage with the schools.

PCSO'S recently conducted community engagement with Charborough road primary school at their summer fete.

The local Neighbourhood policing team are continuing to maintain a presence in and around the area. But some Officers have been tasked with helping demand across the force area and have been asked to assist with demand is greatest.

SCHEDULE OF PLANNING APPLICATIONS 19/07/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3903	P22/03271/F	Mc Donalds Abbey Wood Retail Park Station Road Filton South Gloucestershire BS34 7JL Alterations to restaurant to include erection of 2no small under eaves extensions, relocation of entrance door, new access door, provision of additional drive thru booth, minor changes to drive thru lane, reconfigured parking bays, hard standing areas and kerb lines and associated works.	Thu 07 Jul 2022	Expired
F.3904	P22/03225/CLE	18 Fourth Avenue Filton South Gloucestershire BS7 0RW Application for the continued use (Class C4) as small 4 person HMO.	Thu 07 Jul 2022	Expired
F.3905	P22/03537/HH	726 Southmead Road Filton South Gloucestershire BS34 7QT Raising of roofline and installation of 1 no. rear dormer to facilitate loft conversion.	Fri 15 Jul 2022	Expired
F.3906	P22/03661/PNH	33 Bude Road Filton South Gloucestershire BS34 7HW Erection of a single storey rear extension that will extend beyond the rear wall of the original house by 6m, for which the maximum height will be 3m and for which the height of the eaves will be 3m.	Mon 25 Jul 2022	Comment 6m is very large and restricts green space. Filton Town Council would suggest a reduction to 4m.
F.3907	P22/03543/F	Building 20W Golf Course Lane Filton South Gloucestershire BS34 7QS Erection of new security fencing and gates, modification of internal access arrangements, and erection of new street lighting and external CCTV system at 3 Golf Course Ln.	Mon 25 Jul 2022	Comment Please can you confirm that the public right of way on the west borderline is not affected by the application.
F.3908	P22/03665/F	798 Filton Avenue Filton South Gloucestershire BS34 7HB Erection of two storey rear extension to 798 to form additional living accommodation and erection of a two-storey side extension to form 2no flats with access and associated works.	Tue 26 Jul 2022	Comment Filton Town Council Acknowledge this application.

SCHEDULE OF PLANNING APPLICATIONS 19/07/2022

F.3909	P22/03633/F	42 Wades Road Filton South Gloucestershire BS34 7ED Change of use from a small house in multiple occupation for 3-6 people (C4) to a large house in multiple occupation for up to 7 people (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) resubmission of P22/00522/F.	Wed 27 Jul 2022	OBJECTION 1)Filton Town Council feels that this application is Sinical manipulation of the planning application system to create a 7-bed dwelling. 2) Concerns over drainage of extra person and guest overloading the drainage system 3)Parking Concerns, i) Minimum of 3 metres between 2 houses and parking so the space down the side of the house is unable to be used for parking. ii) 4.1 metres is insufficient for length of a car park bay so only 1 space available at the property and 1 possibly over dropped curb. (SPD Residential Parking Standards December 2019) vi) No evidence of parking survey to show impact of the application.
F.3910	P22/03224/CLE	10 Wallscourt Road South Filton South Gloucestershire BS34 7NT Conversion of dwellinghouse as Class C4 house of multiple occupation for 6 people in line with permitted development	Wed 27 Jul 2022	Comment Filton Town Council Acknowledge this application.
F.3911	P22/03761/F	97C Conygre Grove Filton South Gloucestershire BS34 7DW Change of use of garage to ancillary annexe.	Fri 29 Jul 2022	OBJECTION Filton Town Council would like this added to the deeds that the annexe should never be sublet from the main building in the future of the present or any future owners
F.3912	P22/03684/HH	33 Bude Road Filton South Gloucestershire BS34 7HW Erection of single storey side and rear extension to form additional living accommodation.	Fri 29 Jul 2022	Comment There is no side or rear access to property
F.3913	P22/03811/PND	Squadron Air Training Corps Pine Grove Filton South Gloucestershire BS7 0SL Prior notification of the intention to demolish 10 single storey buildings	Mon 01 Aug 2022	Comment Before any future building application, the applicant must liaise with the landlord Filton Town Council

SCHEDULE OF PLANNING APPLICATIONS 19/07/2022

F.3914	P22/03806/F	Mc Donalds Abbey Wood Retail Park Station Road Filton South Gloucestershire BS34 7JL Construction of drainage headwall and associated infrastructure pursuant to planning permission P20/08495/F.	Mon 01 Aug 2022	Comment Filton Town Council Acknowledge this application.
F.3915	P22/03830/F	23 Gayner Road Filton South Gloucestershire BS7 0SP Erection of single storey front extension and sub-division of existing dwelling to form 2 no. flats.	Thu 04 Aug 2022	Comment Filton Town Council Acknowledge this application.

PRESENT: Cllrs: A Doyle (Chair), A Bird, K Briffett, B Mead A Robinson, C Wood, T Mewies D Collins A Kenyon,
ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer)
APOLOGIES: Cllrs, A.Monk, D Boardman
NON-ATTENDANCE: M.Chaudhry

0391. APOLOGIES FOR ABSENCE: Apologies were noted

0392. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0393. DECLARATIONS OF INTEREST: None

0394. TO APPROVE THE MINUTES OF THE MEETING HELD

- i) Finance and General 14th June 2022: The minutes were approved as an accurate record.
- ii) Extra Ordinary Meeting 19th May 2022. The minutes were approved as an accurate record.

0395. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

- i) The Town Clerk updated to Council that Twinings Association will be presenting at the next Full Council meeting.
- ii) The Town Clerk updated NO requests have been received by the Returning Officer to fill the above casual vacancy, the council are now at liberty to fill the vacancy by co-option.

0396. PUBLIC PARTICIPATION: Concerns were raised of the rumoured price increases with the AN contract. Chair of Finance gave an update reassuring Council and Public that even though there has been increases there is still no increase on the council taxpayer's rates and still generates more income then previously delivered by the leisure centre. It was also raised that previous meetings had not been held as they should. It was confirmed by the Chair and Town Clerk that all meetings and votes had indeed been ran according to all laws and guidelines. The chair asked all Councillors and public if anyone to declare if anyone was recording the meeting and all public answered no.

0397. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **AN:** Contracts have now been signed by all parties. The clerk confirmed that she had drawn down funds of £500,000.00 from the PWLB to make the first payments to Active Nation. There will project management meetings in the near future that Councillors are welcome to attend. The Services from RPT Consultancy have now come to the end of the contract. It will be an agenda at the next meeting to discuss if the services are still required.

0398. INCOME AND EXPENDITURE: Noted

- i) Queries regarding code 101-4015 to be confirmed as FTC are not paying utility bills.
- ii) Confirmation that Active Nation cost will be included in future reports.

ACTION FTC Office

0399. BALANCE SHEET: Noted

0400. RECONCILIATION: Month 2 2022/23 Approved as accurate.

0401. PAYMENTS FOR INFORMATION: Month 2 2022/23 Approved

Chair Closed the Meeting 19.26pm

Company 1

SITE Millennium Green

Option 1

Take out existing k barriers and take to a licensed waste treatment facility.

To the identified areas supply and install 3no Kissing Gate assemblies .Frame 40 x 40mm SHS totalling approx. 12m in length overall.

Weldmesh to be welded to the frame

Within these assemblies supply and install 1no 1.50m wide x 1.20m high single gate.

Frame 40 x 40mm SHS and clad with 50 x 50mm weldmesh.

Hanging post 60 x 60mm SHS

Gate to swing across both frames, with hanging post installed offset to allow gate to return to closed position.

Finish Galvanised BS EN ISO 1461

Clear all arisings on site

(Top of Drive)

Option 2

To the identified area supply and install 1no 4.0m wide x 1.20m high double leaf gate.

Frame 50 x 50mm SHS and clad with 50 x 50mm weld mesh welded to the frame.

Gate comes complete with slip bolt holed for padlock supplied by others and drop bolt to each leaf

Supply and install 1no Kissing Gate assembly .Frame 40 x 40mm SHS totalling approx. 12m in length overall.

Weldmesh to be welded to the frame

Within these assembly supply and install 1no 1.50m wide x 1.20m high single gate.

Frame 40 x 40mm SHS and clad with 50 x 50mm weldmesh.

Hanging post 60 x 60mm SHS

Gate to swing across both frames, with hanging post installed offset to allow gate to return to closed position.

Finish Galvanised BS EN ISO 1461

Clear all arisings on site

Company 2

Option 1 -

Supply & installation of galvanised kissing gate assemblies -

Northville road entrance options - leave existing in place

Option 2-

Gate & kissing gate span width of lane –supply & installation of galvanised kissing assemblies –

Supply & install 12' galvanised steel 7 bar gate

Option 3

Gate spans width of lane, kissing gate offset –

Supply & installation of galvanised kissing gate assemblies

Supply & install 15' galvanised steel 7 bar gate

Public Consultation Spreadsheet July 2022

Consultation	Consultation Period	Summary
Recommissioning Our Youth Activities Offer	1 Jun 2022 -23 Aug 2022	The Youth Activities Offer commission began on 1st April 2019 and delivers centre based youth provision, open to all, in each of the five priority neighbourhoods (Patchway, Yate, Kingswood, Staple Hill and Cadbury Heath) along with weekly sessions for young people with learning difficulties and/or disabilities and provision for LGBTQ+ young people across the area. The contract also provides additional centre based and detached youth work sessions outside of those priority neighbourhoods. The provision is currently delivered by four lead organisations: Southern Brooks Community Partnership (Lot 1 – West) Learning Partnership West (Lot 2 – East) Creative Youth Network (Lot 3 - South) Diversity Trust CIC (LGBTQ+ provision across all areas) These organisations also sub-contract and have developed partnerships with a wide range of local providers, including town and parish councils. We are now preparing for the recommissioning of the youth activities offer, working towards implementing new contracts from 1 April 2024. The first part of the recommissioning process is to consult with young people, parents and carers, providers, councillors and town and parish councils about the current partnership model of delivery and whether it still meets the needs of young people. The second part of the process will be to use the feedback from this public consultation and an updated needs analysis to develop the contract specification and then invite tenders from potential providers.

Consultation for the Specialist Provider Framework	14 Jun 2022- 26 Jul 2022	South Gloucestershire Council is consulting on the specialist provider framework. "Specialist providers" include supported living, day services and mentoring services. The service predominantly supports people with learning disabilities, autism, mental health issues, sensory impairments, physical impairments, acquired brain injury and behaviours that challenge. The framework has been developed with the Learning Difficulties Partnership Board, the specialist provider forum and co-produced with Specialist Providers, staff from social care, health, and commissioning teams. It was also informed by engagement work with individuals and carers which was carried out by Evolving Communities between November 2022 – Mar 2023. About the framework Our vision Our vision for the framework is that by working together, we can and we will achieve for people in South Gloucestershire so they are able to live safe, good, healthy and fulfilled lives as part of their community. They will have the right support at the right time to achieve their full potential. What this means By putting this framework into action, we aim to: Facilitate sustainable specialist services by implementing a framework agreement that encourages providers to participate
---	---------------------------------	---

Public Consultation Spreadsheet July 2022

		Reduce the need for long term higher cost placements by providing quality, effective and realistic alternatives Support sustainable use of financial resources through greater efficiencies in service delivery Support transition planning Contribute to the move towards progression/recovery based, outcomes commissioning, which is embedded in an outcome's framework Support the work of the All-Age Learning Disability Strategy to promote joint reviews of individuals achievements and targets Increase market capacity with high quality services, to support local need, so that appropriate placements can be sourced Increase our understanding of the specialist services market
Bristol Parkway Station Masterplan	4 Jul 2022-14 Aug 2022	We are working in partnership with Network Rail and Great Western Railway (GWR), with support from West of England Combined Authority, to prepare a strategic masterplan for Bristol Parkway Station and the surrounding area. The purpose of the masterplan is to deliver a new vision to revitalise the station as a fitting gateway to north fringe of Bristol. The objectives are to: Better connect the station to local communities Improve routes for walking, wheeling (such as mobility scooters) and cycling Improve connections to local bus services Make better use of the land available Improve access to the station Improve facilities at the station

Public Consultation Spreadsheet July 2022

		Improve the customer experience at the station Attract and retain the best talent and investment Respond to the Climate and Nature Emergency
Electric Vehicles Charging - Draft Strategy Consultation	11 Jul 2022-3 Oct 2022	We are seeking your views on South Gloucestershire Council's draft Electric Vehicle Charging Strategy. The aim of the strategy is to establish our role in ensuring that our residents and visitors who need to drive cars – where cycling, walking or public transport is not practicable - are supported to do so in zero emission vehicles. Our vision This strategy sets out our ambitions for the provision of electric vehicle charging infrastructure in South Gloucestershire, ahead of the phase out of new petrol and diesel cars by 2030. We intend to ensure the vast majority of households in South Gloucestershire are within one mile of reliable and accessible charging infrastructure. What this means By putting this strategy into action, we aim to: Enhance social equity Improved air quality Tackle the Climate Emergency Support sustainable economic development Lead by example

Public Consultation Spreadsheet July 2022

Biodiversity and Planning SPD	15 Jul 2022-9 Sep 2022	Supplementary Planning Document (SPD) - Biodiversity and Planning: guidance for new developments South Gloucestershire has a rich and varied natural and built environment. However, our natural environment is under considerable pressure from human activities. Pressures on natural habitats and wildlife such as climate change are causing significant impacts, and this includes biodiversity loss. In July 2019, South Gloucestershire Council declared a Climate Emergency and pledged to provide the leadership to enable the whole area of South Gloucestershire to become carbon neutral by 2030, and to restore nature in response to the Nature Emergency. This SPD supports the delivery of the council's Climate and Nature Emergency work and commitments through updating how the council undertakes its statutory planning functions. This SPD provides information to support existing Local Plan policies to ensure that biodiversity is adequately conserved, enhanced and achieves a measurable Biodiversity Net Gain (BNG) throughout the development process, taking account of the emerging legislative framework set by the Environment Act (2021). In particular, it sets out how the council is seeking to encourage a 10% Biodiversity Net Gain from appropriate developments following the introduction of the Environment Act in November 2021, which will eventually become mandatory in November 2023. The purpose of the SPD is to explain:
-------------------------------	------------------------	---

		what biodiversity is and why it is important the legislative framework, which includes the new Environment Act (2021), and how this governs biodiversity considerations that must be taken into account in the planning process the council's commitment to support nature recovery existing policies on the natural environment and biodiversity within the South Gloucestershire Core Strategy 2006-2027 (adopted December 2013) and the Policies, Sites and Places (PSP) Plan (adopted November 2017) when and where biodiversity is likely to need protecting in South Gloucestershire what Biodiversity Net Gain and the Nature Recovery Network are in planning terms what South Gloucestershire Council expects to be included and addressed within any planning application the planning process detailing the information that needs to be submitted at each stage how to build and integrate biodiversity into all stages of the planning, design, and development process how to incorporate biodiversity into a development by providing an illustrative best practice design guide
--	--	---

Date: 22/06/2022

Filton Town Council 22-23

Page 1

Time: 14:10

Cashbook 1

User: AG

BANK ACCOUNT-GENERAL

Payments made between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/05/2022	Safestore Limited	DD	348.15		58.02	4020	901	290.13	Safestore-Storage unit
06/05/2022	ICO	DD	55.00			4024	901	55.00	ICO-Annual Subscription
11/05/2022	Alide Plant Services Ltd	BACS01	148.32	148.32		500			923-Cultivator for 4 days
11/05/2022	South Gloucestershire Council	BACS02	1,044.06	1,044.06		500			916-Internal audit 21/22
11/05/2022	Filton Voice Ltd	BACS03	300.00	300.00		500			913-Advert 2 pages-April
11/05/2022	DCK Accounting Solutions Ltd	BACS04	319.26	319.26		500			909-Contract visit 21.03
11/05/2022	Rubicon Play Ltd	BACS05	355.72	355.72		500			928-Replace-swing seat
11/05/2022	Biffa Waste Services Ltd	BACS06	1.00	1.00		500			Purchase Ledger
11/05/2022	Surrey Hills Solicitors LLP	BACS07	1,419.00	1,419.00		500			926-Prof fee- Outsource leisure
11/05/2022	Ricoh UK Ltd	BACS08	234.00	234.00		500			925-Copier charge
11/05/2022	DL I.T. Solutions Ltd	BACS09	312.60	312.60		500			12-Ratepayers broadband
11/05/2022	Chandlers (Farm Equipment) Ltd	BACS10	78.81	78.81		500			921-Gloves, technical
11/05/2022	FACE	BACS11	10,996.50	10,996.50		500			914-Grant-youth/community work
11/05/2022	Plan to Scan Ltd QB License	BACS12	5,291.76	5,291.76		500			59-Plan2scan
11/05/2022	Avon Local Councils' Associati	BACS13	1,396.05	1,396.05		500			7-ALCA Subs 22/23
17/05/2022	Zurich Municipal	BACS14	9,134.40	9,134.40		500			6-Insurance 22/23
23/05/2022	Altken Sportsturf Ltd	BACS15	927.00	927.00		500			1-Grass seed/colour boost
23/05/2022	DCK Accounting Solutions Ltd	BACS16	513.06	513.06		500			2-Y/E Closedown 21/22
23/05/2022	C & R Fencing	BACS17	504.00	504.00		500			9-Play Area fence repairs
23/05/2022	Decking Delivery	BACS18	1,224.69	1,224.69		500			10-Playing Field Planters
25/05/2022	Public Works Loan Board	DD01	2,575.02	2,575.02		500			P/Ledger Electronic Payment
26/05/2022	Everflow Ltd	REFUND	-1,893.75	-1,893.75		500			P/Ledger Electronic Payment
27/05/2022	Pitney Bowes	DD02	14.00	14.00		500			24-Postage
Total Payments:			35,298.65	34,895.50	58.02			345.13	

Minutes of the Full Council and Annual Meetings of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 26th July 2022**.

PRESENT: Cllrs: D Collins (Chair), B Mead (Vice Chair), T Mewies, A Robinson, C Wood, A Kenyon, Alan Bird, Dan Boardman, A Doyle

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer) Louise Constance (HR S Glos Council), C Duckett (Twinning Ass), D Pope (Millennium Green)

APOLOGIES: Cllrs: A. Monk

NON-ATTENDANCE: Cllrs: M Chaudhry

PART 1 CLOSED SESSION NO PRESS OR PUBLIC

0298. APOLOGIES FOR ABSENCE: Apologies noted

0299. DECLARATIONS OF INTEREST: None declared

0300. STAFF CONSULTATION BRIEFING: South Glos Senior HR advisor gave an update and presented options to Council regarding remaining staff issues that need addressing since the transfer of management to Active Nation

Motion Proposed : Cllr A Doyle proposed and Cllr T Mewies Seconded: -

- i) FTC need a breakdown of all job descriptions, current workload, and expected future workload.
- ii) Any further information that Councillors require regarding this must be requested to FTC office by 31st August 2022
- iii) Finances and pensionable cost of must be readily available.
- iv) Ensure that TUPE criteria was met with existing staff.
- v) Draft of the above to be available at staffing 6th September 2022.

Voted **FOR** NEM.COM

PART 2 PUBLIC SESSION

1 Minute silence to mark the passing away of Councillor Keith Briffett

0301. PRESENTATION FILTON TWINNING ASSOCIATION- C DUCKETT

Carol Duckett gave an overview of the history of the association and how it is run. Information regarding how they use funds for trips to St Vallier and Witzenhausen and then how they host families visiting Filton. They are need of extra funds and extra members to ensure such a valuable group can continue. Council will take grant application back to Finance in September and vote on the amount to grant.

0302. PRESENTATION FROM FRIENDS OF MILLENNIUM GREEN

The friends group leader presented an update on The Millennium Green Group. He gave information regarding aspects of the field then need looking at such as bins etc. The request for new gates was discussed but FTC office are still awaiting installation pricing for full comparison.

Motion Proposed by Cllr Doyle and seconded by Cllr C Wood

Figures to be brought to Finance meeting September 2022

Voted 7 FOR 2 AGAINST Motion Carried

Motion Proposed by Cllr A Robinson and seconded by Cllr T Mewies

Figures that are available to be shared at that time.
Voted 2 FOR 6 AGAINST 1 ABSTAIN Motion not carried

Action FTC Office

0303. SUBMISSIONS FROM PUBLIC: No Submissions

0304. TO APPROVE MINUTES OF THE MEETING HELD 28th JUNE 2022: The minutes were approved an accurate record. Nem.com

0305. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0306. FILTON BEAT TEAM UPDATE: Report was noted. It was requested that FTC Office request crime statistics to be included in the Beat Report.

Action FTC Office

0307. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

0308. SUBMISSIONS FROM MEMBERS: Notices of motion

i) **Motion 1** Cllr Brian Mead seconded by Cllr Tom Mewies “that this council reviews it’s newsletter arrangements.

ii) **Motion 2** Cllr Brian Mead Seconded by Cllr Tom Mewies “That this council explores alternative venues for council meetings during the Leisure Centre construction work.

One vote took place voting **FOR** NEM.COM. Motion Carried.

Action FTC Office

0309. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

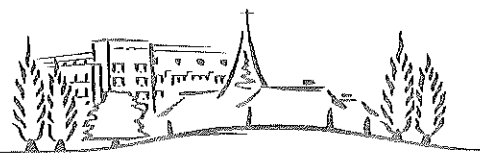
i) Finance Committee Minutes 19th July 2022 – Noted

ii) Planning Schedule 19th July 2022 – Noted.

iii). Leisure Centre Contract update. Town Clerk updated that the first management fee payment had been made to Active Nation and shortly payments to Speller Metcalf would also be made in the next few days.

0310. CONSULTATION SPREADSHEETS- Consultations discussed and Councillors to become familiar with ongoing consultations.

There being no further business the meeting closed at 8.56pm.



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 80 3918

21st September 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 27th September 2022**.
To be held **at 7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A. Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. To approve the minutes of the meeting held 26th July 2022 (*pages 1-2*)
5. Matters of report arising from the minutes not otherwise included on the agenda.
6. Filton Beat Team Update (*page 3*)
7. South Gloucestershire Reports:
Cllr A Monk – (*no submission*)
Cllr C Wood – (*no submission*)
8. Submission from members
9. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Minutes of meeting held 16th August 2022 (*pages 4-5*)
 - ii) Leisure Centre Contract update (*page 6*)
 - iii) Millennium Green Gates (*page 7*)
 - iv) Drawdown of PWLB funds
 - v) RPT Consulting Services (*pages 8-10*)
 - vi) Filton Festival 2023 (*pages 11-21*)
 - vii) Neighbourhood plan
 - viii) Meeting venue (*page 22*)
 - ix) Streetcare funding (*page 23*)
 - x) Council Vacancies (suggest presentations to October meeting)
 - xi) Update on Motion carried (suggest moving to next meeting) (*pages 24-26*)
10. Consultation Spreadsheet (*pages 27-29*)
11. Payments for Information (*page 30*)

CLOSED SESSION

12. Staffing Committee – Confidential update.

PRESENT: Cllrs: D Collins (Chair), B Mead (Vice Chair), T Mewies, A Robinson, C Wood, A Kenyon, Alan Bird, Dan Boardman, A Doyle

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer) Louise Constance (HR S Glos Council), C Duckett (Twinnings Ass), D Pope (Millennium Green)

APOLOGIES: Cllrs: A. Monk

NON-ATTENDANCE: Cllrs: M Chaudhry

PART 1 CLOSED SESSION NO PRESS OR PUBLIC

0298. APOLOGIES FOR ABSENCE: Apologies noted

0299. DECLARATIONS OF INTEREST: None declared

0300. STAFF CONSULTATION BRIEFING: South Glos Senior HR advisor gave an update and presented options to Council regarding remaining staff issues that need addressing since the transfer of management to Active Nation

Motion Proposed : Cllr A Doyle proposed and Cllr T Mewies Seconded: -

- i) FTC need a breakdown of all job descriptions, current workload, and expected future workload.
- ii) Any further information that Councillors require regarding this must be requested to FTC office by 31st August 2022
- iii) Finances and pensionable cost of must be readily available.
- iv) Ensure that TUPE criteria was met with existing staff.
- v) Draft of the above to be available at staffing 6th September 2022.

Voted **FOR NEM.COM**

PART 2 PUBLIC SESSION

1 Minute silence to mark the passing away of Councillor Keith Briffett

0301. PRESENTATION FILTON TWINNING ASSOCIATION- C DUCKETT

Carol Duckett gave an overview of the history of the association and how it is run. Information regarding how they use funds for trips to St Vallier and Witzenhausen and then how they host families visiting Filton. They are need of extra funds and extra members to ensure such a valuable group is able to continue. Council will take grant application back to Finance in September and vote on the amount to grant.

0302. PRESENTATION FROM FRIENDS OF MILLENNIUM GREEN

The friends group leader presented an update on The Millennium Green Group. He gave information regarding aspects of the field then need looking at such as bins etc. The request for new gates was discussed but FTC office are still awaiting installation pricing for full comparison.

Motion Proposed by Cllr Doyle and seconded by Cllr C Wood

Figures to be brought to Finance meeting September 2022

Voted 7 FOR 2 AGAINST Motion Carried

Motion Proposed by Cllr A Robinson and seconded by T Mewies

Figures that are available to be shared at that time.

Voted 2 FOR 6 AGAINST 1 ABSTAIN Motion not carried

Action FTC Office

0303. SUBMISSIONS FROM PUBLIC: No Submissions

0304. TO APPROVE MINUTES OF THE MEETING HELD 28th JUNE 2022: The minutes were approved an accurate record. Nem.com

0305. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0306. FILTON BEAT TEAM UPDATE: Report was noted. It was requested that FTC Office request crime statistics to be included in the Beat Report.

Action FTC Office

0307. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

0308. SUBMISSIONS FROM MEMBERS: Notices of motion

i) **Motion 1** Cllr Brian Mead seconded by Cllr Tom Mewies “that this council reviews it’s newsletter arrangements.

ii) **Motion 2** Cllr Brian Mead Seconded by Cllr Tom Mewies “That this council explores alternative venues for council meetings during the Leisure Centre construction work.

One vote took place voting **FOR NEM.COM**. Motion Carried.

Action FTC Office

0309. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Finance Committee Minutes 19th July 2022 – Noted

ii) Planning Schedule 19th July 2022 – Noted.

iii). Leisure Centre Contract update. Town Clerk updated that the first management fee payment had been made to Active Nation and shortly payments to Speller Metcalf would also be made in the next few days.

0310. CONSULTATION SPREADSHEETS- Consultations discussed and Councillors to become familiar with ongoing consultations.

There being no further business the meeting closed at 8.56pm.

Police Report September 2022

During the month of September there has only been 1 recorded burglary in the Filton area, compared to six reported in September 2021. Over the last three months the burglaries have gone down each month with 14 reported over that period.

At the start of the summer there was a spate of vehicle crimes in the Filton area with 29 offences recorded over the last three months. Again, these offences have decreased each month, with 2 offences reported in September. This is similar to the number of offences recorded this time last year.

As previously mentioned, a suspect was arrested and charged with an offence. There has also been a series of arrests for vehicle crime incidents on neighbouring beats with three persons currently under investigation for these offences.

Offences of criminal damage in the area have also decreased over the last three months. Over that period there had been 21 recorded offences with 4 in the month of September. This is lower than what was reported in September 2021, when there were 9 offences recorded.

These figures are only a basic snapshot of the area. Due to the geographical nature of the policing area, some of these offences may have been recorded on the bordering Little Stoke area. This is due to a small portion of Little Stoke being recorded as beat code CN213.

Anti-social behaviour issues appear to be low. There have not been as many reports of issues in Elm Park and Millennium Green. PCSO'S and PC'S have continued to patrol, and the presence of officers has normally led to groups dispersing before officers are able to engage with them.

There has also been a decline in anti-social behaviour around Abbeywood with a reduction in calls to incidents at the location. It is noted that there have been complaints regarding cars racing and car cruises. This issue tends to be with groups meeting at the retail development in Stoke Gifford and then driving along the link road towards Cribbs causeway. The issue is a bigger problem around Cribbs Causeway, due to the volume of vehicles able to meet at this location. I am aware that the Patchway team are exploring options to disrupt this, and we will be working with them to prevent further disruption and deal with an offences that we encounter.

PC Gareth Pretlove

SCHEDULE OF PLANNING APPLICATIONS 16/08/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3916	P22/03947/HH	4 Park Road Filton South Gloucestershire BS7 0RH Erection of a single storey rear extension to form additional living accommodation.	Fri 12 Aug 2022	EXPIRED
F.3917	P22/04215/HH	4 Lomond Road Filton South Gloucestershire BS7 0SD Erection of single storey wrap around extension to create additional living accommodation and improved garage	Wed 17 Aug 2022	Acknowledge the application, no comment to add.
F.3918	P22/04169/HH	18 Clyde Grove Filton South Gloucestershire BS34 7RL Installation of hip to gable roof extension and 1 no. rear dormer to facilitate loft conversion and rear balcony.	Thu 18 Aug 2022	OBJECTION Lack of privacy for neighbours at No 16
F.3919	P22/04239/HH	22 Kenmore Crescent Filton South Gloucestershire BS7 0TN Raising of roofline and installation of 1 no. rear dormer to facilitate loft conversion (resubmission of P22/01801/HH).	Fri 19 Aug 2022	OBJECTION Overdevelopment Addition of dormer
F.3920	P22/03537/HH	726 Southmead Road Filton South Gloucestershire BS34 7QT Raising of roofline and installation of 1 no. side and rear dormer to facilitate loft conversion.	Tue 23 Aug 2022	OBJECTION Roof line
F.3921	P22/04356/HH	50 Northville Road Filton South Gloucestershire BS7 0RG Demolition of existing garage. Erection of single storey side and rear extension to form additional living accommodation. Enlargement of existing front porch.	Wed 24 Aug 2022	OBJECTION Portch outside of building lines Size of flat roof of rear extension Suggestion of similar rear extension to neighbouring No 46

SCHEDULE OF PLANNING APPLICATIONS 16/08/2022

F.3922	P22/D3089/F	26 Bridgeman Grove Erection of rear ground floor and two storey side extensions, hip-to-gable roof extension and rear dormer to facilitate change of use from 3 bedroom dwelling (Class C3) to 8 bedroom HMO (Sui Generis) as defined in Town and Country planning (Use Classes) Order 1987 (as amended)	OBJECTION Proximity of other HMO's Overdevelopment Parking issues no dimensioned drawings have been submitted to show that the proposed additional bedrooms are above the minimum size. It is requested that terms of the planning permission include a restriction that no more than 3 vehicles may be stored by the residents and/or tenants at the property or in nearby surrounds at any one time. The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021
--------	-------------	--	---

Options for Millennium Green Gates

company 1 ASP

Supply and fit 3 kissing gates

Supply and fit 1 kissing gate

And associated works

£7,769.87

Company 2 CR

Supply and fit 3 kissing gates

Supply and fit 1 kissing gate

And associated works

£7,996.00

Company 3 CR

Install 3 kissing gates

Install 1 Kissing gate

And associated works

£4,559.00

Company 4 S Glos/centrewire

Supplying 4 kissing gates and fixings (including discount)

4 x large wood stock kissing gates with radar key

(@£261.73 each)

£1046.90

4x large medium wood stock kissing gates and fixings

(@199.98 each)

£799.90

Fitted by Filton Town Council staff / Park Ranger/ Volunteers

6 Glen Dale
Rowlands Castle
Hants
PO9 6EP

23 September 2022

Lesley Reuben
Filton Town Council

By email only to: lesley.reuben@filtontowncouncil.gov.uk

Dear Lesley

FILTON SPORTS AND LEISURE CENTRE PROCUREMENT – ONGOING SUPPORT

Following our recent discussions I have pleasure in enclosing our proposal for an extension to our existing support for the procurement of a partner for the investment and operation in Filton Sport and Leisure Centre.

We discussed the potential for us to continue to provide support during the construction contract phase and initial support in the development of monitoring approach and we set out in this letter how we could support the Council to ensure an effective contract development.

We have set out in this proposal how we could support you for this period to cover a number of key tasks including support and advice in establishing the contract monitoring and managing the contract.

We have undertaken similar processes for Hinckley and Bosworth Council, Hertsmere Borough Council, Broughton Astley Parish Council, Stratton St Margaret Parish Council and Bridgend Council who have awarded leisure management contracts (with investment) on a similar basis, thus we can bring our experience on this and previous work to benefit Filton.

We have presented our proposal to continue our support to the Council following our initial support during the procurement and contract finalisation phase up to 31 July 2022 which our initial support went up to.

Our Approach

We have set out how we would approach the ongoing support in a reader friendly bullet point style below.

- Review of the design development for the investment into the Sports Centre and ongoing support as client representative for the design input
- Advice on a range of transfer issues, such as capital investment, operational procedures, marketing/branding, pricing and programming
- Initial review of the service development plans and other plans to ensure these meet the objectives of the Council and deliver the outcomes
- Establishment of the procedures for monitoring the contract and advice on any variations
- Review of the performance reports from Active Nation and ensuring they reflect the information required by the Council
- Liaising with Councillors on the reporting of the performance and attending meetings as required
- Ongoing monitoring of the contract to provide the support and knowledge transfer of the service to the Council

We suggest that we attend project meetings that have been set up (in particular design development meetings) and undertake the work as required and set out above.

A key part of our approach will be to work with the Council to establish and set up the monitoring of the contract so that the Council can be confident in the future monitoring of the contract. We will establish procedures and ensure effective knowledge transfer to the Council's team so that they are able to effectively monitor the contract.

In addition we would also be able to provide other support if required. We suggest these activities below are an additional charge (if required).

- Providing a telephone/ email contact point for any issues that may arise where the contractor needs to contact the Council
- Acting as the Council's contract manager and representative – thus being the first point of call for the new contractor
- Agreeing the outputs of the contractor and co-ordinating any activities such as customer surveys, closures for maintenance, price increases, programming changes, etc
- Provision additional support around significant variations (such as the inclusion of library provision or other services) – advising the Council on best practice and examples of other approaches
- Mystery Visits
- Health and Safety Assessments
- Resolving Disputes
- Day to day monitoring of service if required
- Detailed audit of financial information and accounts

The overall aim of this service would be to provide comfort to the Council and to work with the Members Working Group to ensure that the terms (and spirit) of the Partnership are delivered and the Council receive the outcomes identified by the new partner as well as ensuring effective knowledge transfer of the intention of the partnership (as well as the contract terms) to the new client team.

Fees

We propose a fixed fee for the contract monitoring and contract establishment of £950 per month, excluding VAT and including expenses. We suggest this level of support is maintained through the first twelve months of the service period, from 1 August 2022 to 31 July 2023. This would give a total fee for the period of £11,400, excluding VAT and including expenses.

This fee would be a fixed fee for the service identified above and if we needed to deliver more input this would be provided within the fee identified unless additional services are required by the Council and we would then agree any additional fees with you.

At the end of 12 months we can review whether there is a continued need for our services either on the same basis or on a reduced fee level.

I trust this reflects our discussion and happy to discuss further to suit our input to meet the needs of the Council.

Kind regards,

Yours sincerely



Robin Thompson
Director



Proposal document

Prepared for;



Dated: August 2022

Re-energize your.....company, conference, communications, events, incentives, evening entertainments, people, promotions, special events, team building, training.



Filton Town Council Community Festival 2023

Introduction;

Re-energize has been asked by Filton Town Council to put forward a proposal for the event management and staging of the Filton Community Festival with the proposed date being the 22nd July '23 from 12.00 – 18.00hrs.

Rob Goodwin, Event Director at Re-energize, has been involved with both the Yate and Bradley Stoke Community Festivals since 2004 and 2008 respectively to help promote particular council services and promote local music, dance, clubs, associations, small businesses and companies and therefore has a wealth of experience in organizing and hosting this type of event.

The festivals have proved enormously popular with local residents and their families enjoying the local bands and performers along with local entertainments.

The main Re-energize services include:

- Dedicated and experienced Event Director and team of Event Coordinators.
- Full administration and organisation of the festival starting 9 months prior to the festival date.
- Experienced event staff and facilitators.
- Full music sound system for the main stage and small sound system for the proposed dance area.
- Experienced Master of Ceremonies, Stage Manager and sound technicians.
- Full support equipment including Control Tent and radio communication.
- Liaison between suppliers and services to provide all required logistical elements.
- Liaison with local businesses, clubs and association including charities to take stalls and provide services as well as support for established activities.
- Waste collection and management.
- Maintenance of the equipment and services.
- Road management and vehicle parking of entertainers and stall holders
- Liaison with local emergency services and paramedic services.
- Acquiring and advising on necessary event licenses.
- £5,000,000 public liability insurance cover and £10,000,000 Employers liability insurance cover.



Filton Community Festival

Objective:

Re-energize has been asked to provide event management services for the 2023 Filton Community Festival the objective being to build on the established sense of community spirit and well being and further increase awareness of the services and amenities available in Filton.

To promote the profile of local clubs, associations , dance groups and music acts, along with local food providers and services.

Residents and families of all ages enjoy the festival, the acts and entertainments, events, arts, sports and local cultural activities provided and the anticipated number of people attending will be in the region of 1,000 + adults and children based on the attendance at previous festivals and the likely increase in numbers. However, this will clearly be dependent on the weather and other events occurring on the same date.

REM have developed other community festivals into some of the largest in the Bristol area with a successful format and formula to be able to facilitate the large numbers of people attending. It wouldn't be our intention to change the type of festival but more the style of the event to involve different acts, demonstrations, bands and dance groups as well as different rides and entertainments within the allocated budget.

It will be REM's intention to minimise the costs involved with the festival without compromising the overall quality and safety of the event from the public's perspective.



Re-energize – info@re-energize.co.uk

Proposed action plan

Previous festivals have proved popular with local residents and families and REM intend to increase the sense of community that has been nurtured.

Re-energize instigate actions to ensure that all elements are in place for the smooth running of the festival. The planning for which starts in the autumn.

- Overall Festival administration and liaison with local bands, dance groups, clubs and associations to provide demonstrations and displays.
- Site visits as necessary with Council personnel to review the proposed location, the local area and infrastructure.
- Estimate overall event expenditure for approval by the Council
- Provide overall risk assessment, Health & Safety review and emergency procedures in liaison with Council Personnel.
- Contact performers, bands, dance groups, entertainers and potential stall holders, suppliers, catering and provisions suppliers.
- Review and discuss with the event committee and the local Police the impact the festival will have on parking in and around the Festival area.
- Discuss the event with the local authorities – particularly the local Police and Fire Brigade to outline the overall format of the event. This may raise certain issues that need to be considered at future Council meetings.
- Provision, or extension, of the necessary entertainment licenses with S. Glos Council with particular regard to the selling of alcohol on the Saturday.
- Make enquiries with local supplier's e.g. catering, ice cream and snack vans to provide services and obtain best possible fees.
- Meet with any local residents' representative bodies and local companies.
- Target local companies to take space to promote their company and services.
- Review other events taking place within a 10 mile radius on the same dates as well as more extensive events which may affect the Festival.



Re-energize – info@re-energize.co.uk

Marketing

Re-energize will liaise with the Council office team to produce relevant promotional material for the local community along with a festival poster to be placed at local council sites, libraries, stores and community buildings. It is also intended to have more social media involvement for 2023 which will encourage new stall holders and suppliers and younger festival goers keeping them up to date with the bands and dance groups, clubs and associations attending with interaction and interest stories.

Extensive promotion of the festival should be made through the Facebook site and Filton Voice with the option for local people to source stall forms/ applications through the site. The site will increase awareness amongst younger people and target new sellers to book stalls and increase awareness amongst local bands, dance groups and associations.

Revenue is gained from donations by suppliers providing the entertainment, rides, activities, drinks, snacks and food for the people attending, at a reasonable cost, as well as from the stall holders. Attendance fees for stalls and pitches to be agreed with the Council.

Local newspapers covering the Filton area will also be sent news about the festival to keep the community informed.

Entertainment

It will also be our intention to maintain a high standard of music and dance acts in the festival programme and encourage new local bands and dance clubs to attend. A balance of youth and established acts is always beneficial alongside local activity and entertainment suppliers.

The intention will be to have several zones of activities;

A community zone:

This zone will feature sports clubs, associations and youth clubs e.g. FACE Filton who will perhaps provide displays and certainly information stalls to hopefully gain additional members. It is the intention to invite local cadet units of the 3 military services to stage demonstrations of their unit skills. As an example the regional RAF Air Cadet unit will be asked to bring along an aircraft simulator which will also link in with the aeronautical history of Filton. The local scouts and guides will be invited to provide a demonstration of what is involved in being a scout or guide and we would propose booking a climbing wall which the scouts and guides can get involved with in supporting and helping the children who will be climbing the wall alongside experienced climbing staff from the chosen operation. The wall will be a free activity but parents and guardians would be invited to make a donation which would go to club funds.



Fun Rides zone

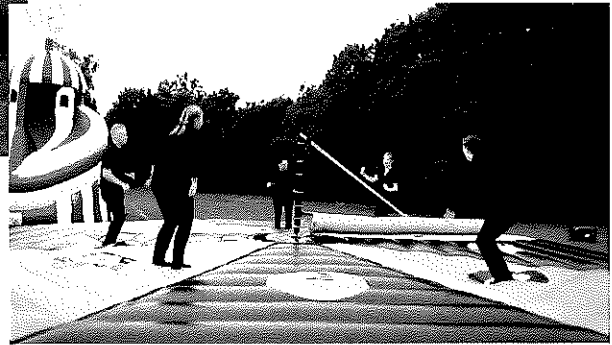
A huge Noah's Ark inflatable will form the main feature at the bottom of the festival site (see layout diagram) and incorporate large slides and obstacle course for the children to run through. Alongside the large inflatable will be a Helter Skelter, a Wipe Out ride, trailer trampolines or bungee trampolines, target football inflatable and a special children's go kart ride for the young children with also a special toddlers tea cup ride.



Children's go-kart ride

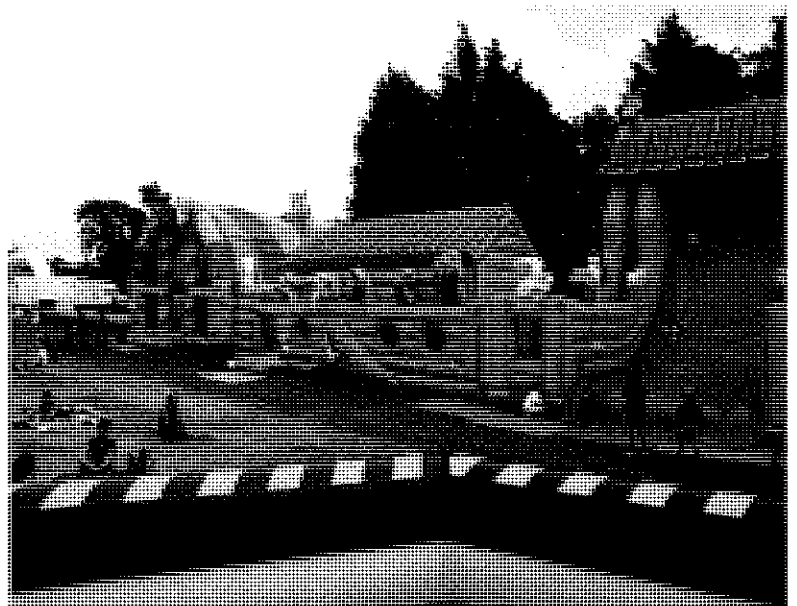
Wipe Out

(Adults can join in on this ride)



Trailer trampoline

Noah's Ark inflatable



Re-energize – info@re-energize.co.uk

Arts & Crafts zone:

A graffiti arts set up will form the main element of this zone with local artists providing demonstrations on street art and also the facility for children and youths to paint their own graffiti boards. Alongside this will be face painters, glitter hair styling and braiding, tarot card reader and various arts and crafts stalls who will pay a fee to attend.

Music and Dance zone:

A 44' articulated lorry trailer will be hired in as the stage and placed on the hard standing in the car park area. Local bands will again be encouraged to perform and we will endeavour to get a mix of different bands and music. The recommendation is to have a tribute band to add to the music diversity and standard and act as an additional attraction. Options will be discussed. With the timing of the event from 12.00 - 18.00 there will be opportunity for 6 bands playing in 40 minute slots and 5 dance groups having 20 minute slots as the bands change over.

A professional sound company will be hired to provide a full 10 k sound system including; Soundcraft LX 24 Multicore, JBL Eon 515 speakers x 6, back line, selection of mics, effects unit, Soundcraft mixer and stands and 4 technicians. A full drum kit will be hired in so that each band need only bring, if they want to, their own cymbals, bass pedal, stool and not have to swap kit.

The dancers would perform on a special outside wooden dance floor which is in front of but to the side of the stage and will have bunting staked around the floor for spectators to stand behind. The dance area will have a small p.a. system with its own technician handling the music provided by the leaders and dance organisers. A stage Manager will liaise between the stage and dance groups ensuring all bands and dance groups are in place and ready to perform.

A professional Master of Ceremonies will be talking to the festival audience throughout the festival and also outlining what is in place and offering all the stall holders, associations, clubs and suppliers the opportunity to outline details of their club, association or services, or the items they are providing and inviting people to visit the activity zone or stall.

Community groups will also be encouraged to attend and take a stall which we would propose is free to the community group, club or charity for raising funds or encouraging membership.



Logistics

A range of catering units, food stalls and refreshment stalls would be offered the opportunity to attend with a professional company operating a "Beer Tent".

Support services will include a professional paramedic team and an ambulance. The local Police and will be invited to attend, hopefully with one of their large vehicles and also the local Fire Brigade to bring one of their appliances, both of which can be visited by local children to look over.

It is suggested that 10 single toilet units are hired in with one disabled toilet included and the toilets will be regularly checked by the event team and replenished/cleaned as necessary.

A number of Heras fences will be hired to surround and protect the toilets. The Heras fences will also be used by the Graffiti arts team to place their art boards against and display the boards produced by the local youth and children.

A 20k generator will be hired in to power the sound system for both the stage and the dance floor. As mentioned a 44' lorry trailer will be hired in for the main stage and all logistical elements will be arranged for delivery on the Friday and collected on the Monday.

Recycling bins will be purchased with different coloured lids to denote the different waste for recycling; paper/cardboard, plastics, tins and metals and general waste. Signage will be produced to indicate the different waste required. The bins will be emptied on a regular basis by the event team and placed in two 12 yard skips one designated for the recycled items and one for the general waste. A black bin will be used for any glass bottles although these will not be on sell by the stall vendors.



Proposed event management

The full services will include:

- Full event management support and services to make the event happen!
- Providing a contact point for all suppliers and operations with an interest in the festival event.
- Providing a site plan and layout showing the position of the entertainments, rides and stalls
- Contacting all interested parties to confirm attendance at event and liaising with suppliers providing toilets, generator, skips and marquee. Arranging contracts for those suppliers charging for services. Agreeing all event expenditure for all services that are not provided free of charge.
- Ensuring all suppliers, stalls, ride operators have the necessary and current ADIPS and /or PIPA certification for their activity/ ride and all attendees will be asked to have liability cover of a minimum of £1,000,000 (ride operators have a minimum of £5,000,000 cover).
- Putting into action the proposed marketing programme and liaison regarding the promotion of the Festival on the Council website.
- Ensuring provision of all and any Health & Safety requirements.
- Provision of risk assessments and ensure they are received from suppliers.
- Setting up and liaising with all supplier companies providing services on the first day of the festival
- Providing full sound system, small p.a. and Technicians for the main festival day.
- Master of Ceremonies and Stage/ Dance Manager.
- Providing central control point shelter with radio communication between the event team, Facilitators and Suppliers where necessary. This will also be the position for the First Aid team (ambulance within main car park), lost children, lost property and site layout map.
- Providing experienced Facilitators who will supervise operations – parking, security, crowd movement and event zones for each event day.
- Providing colour festival bunting throughout.
- Providing effective communication and monthly updates.
- Attending planning and review meetings at Council Offices and liaising with Council staff and members who provide a valuable source of ideas to the Re-energize team with particular regard to local knowledge and previous festival experience.
- Contacting different and varied local bands, dance groups, clubs for demonstrations and displays with the emphasis on entertainment
- Providing different children's rides and entertainments.
- £5,000,000 liability insurance cover.



Fee Summary

Preparation for the Festival including full administration, planning meetings, contacting different suppliers and stall holders, bands, dance groups, clubs, associations, collecting event equipment, meetings with local authorities and local and relevant service companies. Event management and hosting of the festival including event staff, facilitators, and attendance over the period of the festival including set up and supplier collection of equipment. **£10,500**

Event management and full sound system and equipment including 4 sound technicians + small p.a. system for the dance area. **£ 2,500**

Event management total **£13,000**

Estimate for all other services including; stage, generator, toilets, skips, dance floor, barriers, climbing wall, tribute band, paramedics, including anticipated delivery & collection costs (includes 20% Vat). **£ 6,500**

Estimated total cost: **£19,500**

If successful with the tender Re-energize would ask for an agreed payment plan for the event management fees from October '22 for 9 months. The costs from the intended suppliers are estimated at the date of the proposal and may be increased until booked and deposits will be invoiced to the Council, once received and the balance invoiced post event.

Footnote;

Re-energize cannot accept any liability or responsibility for any Act, Entertainer, Supplier, Service Provider or Sponsor not attending on the festival date for whatever reason.

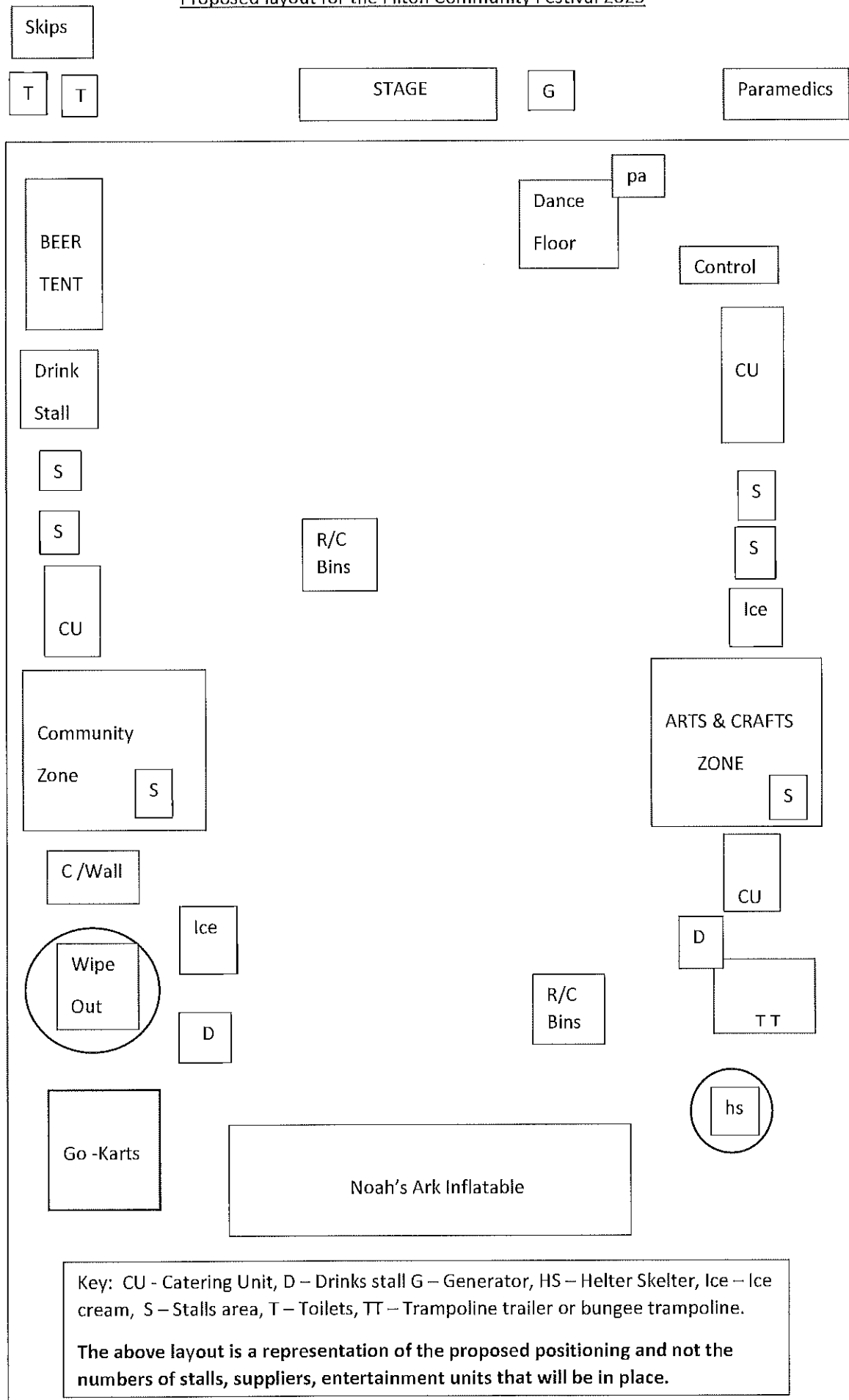
* * * * *

All Re-energize events are covered by £5,000,000 public liability insurance cover and £10,000,000 Employers Liability Cover. Please ask for copies of the documents. All necessary safety equipment is provided when conducting the activities along with shelters. Attendee information is provided when making a booking. All acts and entertainments are subject to availability.

Re-energize – info@re-energize.co.uk



Proposed layout for the Filton Community Festival 2023



Meeting Venue Options

Scout Hut – No availability

Filton Community Centre

Facilities

The meeting room across from the office holds approximately 30 people, maybe more if they're sat quite close. The upstairs hall is suitable for 80-100.

Cost

meeting room opposite the office is £22.50 per hour, and the upstairs hall is £38 per hour

Availability

September 13, both rooms available.

September 27, same.

October 11, same.

October 25, meeting room available, no upstairs hall.

November 8, both rooms available.

November 29, same.

December 13, meeting room available, no upstairs hall.

December 27, closed for Christmas.

provisionally booked the meeting room for all those dates after the September 27th whilst the availability was there until reviewed at Council meeting,

Street Care Funding from South Gloucestershire Council

I'm pleased to report the council recently agreed some additional funding for street cleaning which we are investing into a new maintenance team who will be spending time in all Parish and Town Councils across South Gloucestershire. My job is to oversee the team and manage their workload, the aim will be to spend 1 week within your Council area to address any general maintenance and street cleaning jobs that often nobody ever has the time to get done. We started this venture in May and I'm hoping to schedule Filton in for some time in October/November dependant on how work goes between now and then.

What I'm asking for is a list of 5 jobs ideally prioritised by the Town council which my team can work through, of course it may not be possible to get all of the jobs done but I will collate all the information and send you the relevant details at the end of the weeks work. Any jobs that aren't completed we can complete on our next visit plus any addition jobs you may have found for us. Below is a list of the sort of things we can help with-

- Cutting back hedges (we have to be mindful of nesting season and not disturbing the wildlife)
- Detritus clearance (clearing and tidying up lanes or footpaths)
- Repairing or cleaning signage
- Weed killing
- Graffiti clearance (providing it's on SGC or Parish council land)
- Repairing things like broken fences
- Litter picking areas highlighted regularly to the Parish Council providing it is safe for our team to work.

It would be good to meet up and look at the jobs prior to work commencing, which also gives me an opportunity to take photos and see if the work is doable for our 2 man team.

I look forward to hearing back from you in due course.

Kind regards,

Motions 2022

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
That this council explores alternative venues for council meetings during the Leisure Centre construction work.	Cllr Brian Mead	26.7.2022	CW Have provisionally booked the CA meeting room hall	1.9.2022	
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).	Cllr T Mewies	28.6.2022	LAR and CW have met with event organisers and have quote for them to undertake the organising of Filton festival Quotes read (re-energise)	9.8.2022	An amendment to the motion was proposed and seconded Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR.
1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process 2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan 3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment) 4. Proposal: have the neighbourhood plan as a standing item on the full council agenda	Dan Boardman	28.6.2022	LAR ongoing contact with D Dixon Working Group not yet set up 22.09.2022 Processing application and then publish a Neighbourhood Area Notice. Will confirm with you once this has been published on our website		An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem.com
FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September	Cllr Adam Monk	28.6.2022	CW and Rich Coulter produced leaflet for FV	14.8.2022	

1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis	Cllr Brian Mead	29.3.2022	Work in Motion carried out / these works to continue after		An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis. Motion with amendment carried
FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use	1.6.2022	An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing		An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group.		An amendment was added. To remove the wording "Park run" and add "Community run". Motion with amendment carried
Expanding the wildflower areas in Millennium Green and Elm Park	Cllr Dan Boardman	29.3.2022	ongoing		An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers Motion with amendment carried
To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to: 1) restrict access for motorcycles. 2) secure enough to stop dogs running out on to the road. 3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.	Cllr Andy Robinson	25.1.2022	Quotes obtained regarding all options being taken to Council 27.9.2022		

To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council. Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees. Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.	Cllr A Robinson	8.2.2022	CW arranged for the plaques and FTC Grounds put them in	1.5.2022	
Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard".	Cllr Chris Wood	25.1.2022	LAR/CW research Flag pole, order and installed No planning permission needed	1.6.2022	

Consultation	Consultation Period	Summary
Better Care Stronger Communities Commissioning	20th July 2022 - 10th Oct 2022	Our funding for voluntary sector partners focuses prevention, promoting equalities and improving outcomes for individuals. It delivers the following services: - Activities to support carers - Stroke support - Dementia support - HIV support - Volunteers to befriend older people - Volunteers to support women that have suffered trauma - Post-natal depression support We are now preparing for the recommissioning of the Better Care Stronger Communities offer, working towards implementing new contracts from 1 April 2023. The first part of the recommissioning process is to consult with providers, individuals, carers, councillors and town and parish councils about our proposed delivery. The feedback from this public consultation will be used to develop the tender process which will be advertised in the Autumn.
FILTON - FIFTH AVENUE, FILTON AVENUE, NUTFIELD GROVE, SIXTH AVENUE and STANLEY AVENUE - Prohibition and Restriction of Waiting - STATUTORY NOTICE	7 Sep 2022-2 Oct 2022	The Council proposes to make an order that will: a) prohibit vehicles waiting at any time in lengths of Fifth Avenue, Filton Avenue, Nutfield Grove, Sixth Avenue and Stanley Avenue, Filton; and b) restrict vehicles waiting between the hours of 8am and 6pm on Monday to Saturday (inclusive), two

		hours no return within four hours in a length of Filton Avenue, Filton. Full details of the proposals are contained in the draft order. If you would like to see a copy of the draft order, a map, any orders to be varied/revoked and a statement of the Council's reasons for making the order, you may do so by viewing the documents section of this consultation.
Recommissioning Domestic Violence and Abuse Services	25 Aug 2022 - 20 Oct 2022	South Gloucestershire provides Safe Accommodation and Specialist Support Services for people affected by Domestic Violence and Abuse. The council currently commission services which include: Accommodation-based support for single women, women and their children and single men who cannot remain in their homes because of domestic violence and abuse Helpline services Community based support services, where survivors are supported in their own homes Co-located services, for example where a domestic violence support worker is based in a GP practice to provide support to patients and advice to staff Group work programmes for those who have experienced domestic violence and abuse The Domestic Abuse Act 2021 places a statutory duty on tier one local authorities relating to the provision of support to victims of domestic abuse and their children residing within refuges and other safe accommodation. There is more funding available to South Gloucestershire Council to provide domestic violence and abuse support services since our last commissioning cycle in 2016/7 and the council is proposing to use this additional funding to increase its provision of domestic violence and abuse services

		and to build on and improve how we provide these services. The purpose of this consultation is to find out more about the following: Diversifying the safe accommodation offer for those experiencing domestic violence and abuse Considering a range of group work options for those experiencing domestic violence and abuse Expanding the offer of support to children and young people experiencing domestic violence and abuse Considering how to improve accessibility and engagement with groups currently under-represented in specialist domestic violence and abuse services. Considering how to improve partnership working between agencies to improve the offer for those experiencing domestic violence and abuse
--	--	--

BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	DL I.T. Solutions Ltd	CNXL155	-120.00		P/Ledger Electronic Payment
22/07/2022	BACS Payment Charge	CHRG	28.00		BACS Payment Charge
22/07/2022	Active Nation UK Ltd	BACS	306,200.70		107-Mgmt fee Nov21-July22
28/07/2022	Safestore Limited	DD	348.15		Safestore-Storage unit
29/07/2022	Pitney Bowes	DD	14.65		P/Ledger Electronic Payment
31/07/2022	Chandlers (Farm Equipment) Ltd	BP1	932.21		75-FS111 Strimmer
31/07/2022	DCK Accounting Solutions Ltd	BP2	712.62		76-Accounts May 22/Meeting att
31/07/2022	DL I.T. Solutions Ltd	BP3	269.87		79-Office 365
31/07/2022	Everflow Ltd	BP4	21.37		80-Allotments water
31/07/2022	Filton Voice Ltd	BP5	1,500.00		81-Annual report
31/07/2022	HAG Ltd	BP6	1,074.62		83-Garage door repair
31/07/2022	Lister Wilder	BP7	949.47		84-Belts/blades
31/07/2022	Microshade Business Consultant	BP8	188.40		85-Citrix remote hosting
31/07/2022	One Stop Promotions Ltd	BP9	1,137.60		86-12m Flagpole
31/07/2022	Playsafety Ltd	BP10	134.40		87-Play area inspections
31/07/2022	South Gloucestershire Council	BP11	85.32		88-Payroll fees Apr-Jun 22
31/07/2022	Speller Metcalfe	BP12	167,123.43		90-L/Centre Valuation 2
31/07/2022	Travis Perkins Trading Co Ltd	BP13	603.54		93-Ballast bag
31/07/2022	YZDesigns	BP14	42.00		94-Website amendments
Total Payments			481,246.35		

PRESENT: Cllrs: D Collins (Chair), T Mewies, A Robinson, C Wood, A Kenyon, Alan Bird, Dan Boardman, A Monk, M Chaudhry

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

APOLOGIES: Cllrs:

NON-ATTENDANCE: Cllrs: A Doyle, B Mead

0311. APOLOGIES FOR ABSENCE: Apologies noted

0312. DECLARATIONS OF INTEREST: None declared

0313. SUBMISSIONS FROM PUBLIC:

(1) Issues regarding the safety and accessibility of the lanes leading to Millennium Green. After a lengthy discussion agenda item 9.iii was brought forward. It was proposed and seconded to install the gates using option 4 of the options presented. VOTED 7 FOR 1 ABSTAIN 1 AGAINST. Motion carried.

(2) Concerns were raised regarding (1) Millennium Green Gates, (2) Filton Park notice boards, (3) meeting venues and (4) the reason the co-option was not being held in September. Concerns 1,3 and 4 were all agenda items. Filton Park notices are an issue that FTC office are already aware of and are currently dealing with.

0314. TO APPROVE MINUTES OF THE MEETING HELD 26th JULY 2022: The minutes were approved an accurate record.

0315. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: To have all Councillors addressed as Councillors when minuted.

0316. FILTON BEAT TEAM UPDATE: Report was noted.

0317. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

0318. SUBMISSIONS FROM MEMBERS:

Chair of Council passed on his gratitude for the efforts taken by Filton Town Council Ground and Office Staff during the Mourning period of Queen Elizabeth II.

0319. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule** 19th July 2022 – Noted.

ii) **Leisure Centre Contract update.**

The Town Clerk and Cllr D Boardman gave a verbal update with various possible changes suggested by AN.

It was proposed and seconded the following:-

“Filton Town Council to accept the changes proposed as long as the following is noted: -

AN to look at the possibility of outside accessible toilets.

AN to ensure the football changing rooms in line with FA guidelines.

AN to ensure that the changing area is adequate for football changing. i.e., adequate sound insulation, flooring.

AN to provide unisex match official changing out of the changing rooms.

VOTED 8 For 1 AGAINST- MOTION CARRIED

iii) **Millennium Green Gates** – Discussed during public session

iv) **Drawdown of PWLB Funds**

The Town Clerk notified Council that due to the announcement of the anticipated rise of the Bank of England interest rates and after consulting with DCK Accounting and Chair of Council the decision had been made to draw down the remainder of the loan from PWLB and this would be invested in the Public Sector Deposit Fund as soon as possible..

The decision to draw down the remaining funds was ratified by all members present.

v) **RPT Consulting Services**

The proposal from RPT Consulting Services to support FTC with the Leisure Centre Project for the next 12 months was ratified.

vi) **Filton Festival**

Cllr A monk declared and interest in this item.

FTC Office staff have been looking at options. A meeting with Re-energize proved positive and the company provided quotes to solely undertake the festival.

It was proposed and seconded to go with the Re-energize.

VOTED 8 FOR 1 ABSTAIN

vii) **Neighbourhood Plan**

The Town Clerk gave an update that things are progressing, and the area notice should be published shortly

viii) **Meeting venue**

Options were presented and after a discussion it was decided that FTC office should seek ulterior venues.

ix) **Streetcare Funding**

Councillors had returned their ideas. Town Clerk to forward them to the correct department.

x) **Council Vacancies**- Moved to October Full Council Meeting

xi) **Updates on previous motions** – Office staff were asked to keep this document live.

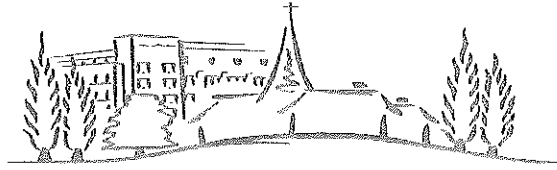
0320. CONSULTATION SPREADSHEETS- Consultations discussed and Councillors to become familiar with ongoing consultations.

0321. PAYMENTS FOR INFORMATION- Noted

CLOSED SESSION

0322. STAFFING COMMITTEE – The council were updated on a current HR issue that due to a confidentiality agreement could not be discussed in the open session.

There being no further business the meeting closed at 9.15pm.



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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

Town Clerk: Lesley Reuben

FULL COUNCIL MEETING – All Town Council Members

24th October 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 31st October 2023 at 7p.m** at SHE 7, Braemar Crescent, Filton BS7 0TD

Yours sincerely,

L.A. Reuben
Town Clerk & RFO

A G E N D A

Part 1 Closed Session due to commercially sensitive matter.

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from RPT Consulting – Filton Leisure Centre

Part 2 – Open to press and public

5. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
6. To approve the minutes of the meeting held 26th September and Ex Ordinary meeting 17th October 2023 (*pages 1-4*)
7. Matters of report arising from the minutes not otherwise covered by the Agenda.
8. Filton Beat Team Report (*page 5*)
9. South Glos Councillor Reports
i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
10. Submissions from Members:- Notices of Motion

Motion 1. Proposed by Cllr A Robinson

FTC to instruct the Town Clerk to go out for quotes to move the outside gym to an area outside of the cycle speedway. The area to have rubber matting (similar to Monks Park). The area should have space for the likes of yoga/Pilates to take place.

Motion 2. *Proposed by Cllr A Robinson*

FTC to instruct the Town Clerk to invite Patchway Remote control(RC) club & other local clubs to use the cycle speedway as an outdoor venue to hold RC races.

The idea would be not to charge the clubs for using the cycle speedway for RC events if they have an outreach race/event where residents could participate using a RC. I believe this would create interest, it would give children the opportunity to experience such a hobby without the expense, the cycle speedway is enclosed and would make use of the area and has a great viewing from the raised banking.

Motion 3: *Proposed by Cllr A Robinson*

FTC supports our local businesses and oppose any parking charges to Filton car parks at Church Road; Filton Abbeywood Station; and Station Road as the charges will impact local businesses and residents.

Motion 4: *Proposed by Cllr A Robinson*

www.police.uk Filton crime figures to be printed in the agenda and reviewed at full council along with beat team report

Motion 5 *Proposed by Cllr Monk seconded by Cllr Mewies*

FTC instruct the clerk to investigate meaningful ways this council can commemorate all the work carried out by Darryl Collins on behalf of the committee of Filton.

Motion 6

Proposed by Cllr A Dayle Seconded Cllr D Boardman

Following on from the council's intent to continue investing the possibility of lighting within Millenium Green the Clerk is instructed to obtain quotes for an ecology report of the park and report back to council"

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

- i) Leisure Centre Construction Update*
- ii) Draft Finance Committee Minutes held 10th October 2023 (pages 6-7)*
- iii) Conclusion of Audit 2022/23 (pages 8-11)*
- iv) Borrowing Approval 2023*
- v) Planning Committee held 24th October 2023 (pages 12-15)*
- vi) Ongoing Updates (pages 16-18)*
- vii) Payments for Information (page 19)*

12. Consultation Spreadsheet (page 20)

Minutes of the Full Council of **FILTON TOWN COUNCIL** held at 7:00p.m on **Tuesday 26th September 2023**, held at SHE7, BS7 0TD

PRESENT: Cllrs: T Mewies (Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, , A Kenyon J Molloy, B Mead, J Baverstock

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

APOLOGIES: Cllrs:, A Monk, D Collins, A Doyle

NON-ATTENDANCE: E Adjevivi,

0402. APOLOGIES FOR ABSENCE: Apologies noted.

0403. DECLARATIONS OF INTEREST: None

0404. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0405. SUBMISSIONS FROM PUBLIC: No submissions

0406. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 25th JULY 2023 –
Approved as an accurate record.

**0407. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED
IN THE AGENDA:** Wessex Reserves to be invited to next Full Council Meeting.

ACTION: FTC Office

0408. FILTON BEAT TEAM REPORT: Noted

0408. SOUTH GLOUCESTERSHIRE REPORTS:
Cllr A Monk and Cllr A Doyle – Noted.

0409. SUBMISSIONS FROM MEMBERS: No submissions

0410. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Leisure Centre Update:** The clerk gave a short update and with have a full report for Full Council Finance and General meeting regarding loss of income claim.
- ii) **(Draft) Finance Committee Minutes held 12th September 2023:** Minutes Noted
- iii) **Planning Committee Minutes held 19th September 2023.** The chair gave an update on previous planning meeting and updated the Councillor on new contacts within UWE. Planning Enforcement to be invited to a future Full Council Meeting. Minutes noted
- iv) **Filton Festival Feedback:** After a lengthy discussion it was agreed to have all figures related to outsourcing the festival resent to all Councillors. A specification document would be produced and original company along with other would be asked to quote to undertake Filton Festival 2024. A decision would then be made by Council as to outsourcing the event or keeping it in house.
- v) **Ongoing Updates –** Noted
- vi) **Community Fund-** It was proposed and seconded to hold a single item agenda meeting to discuss the purpose and functions of a Community Fund. Once this has been done a working group to be formed to work with the project. Voted UNANIMOUSLY FOR NEM-COM

ACTION FTC Office

- vii) **Civility and Respect** – Roles and Responsibilities - Noted
- vii) **Staffing Committee membership** – extract of standing Orders explained, and the matters raised were resolved

0411. CONSULTATION SPREADSHEETS- No Current Consultations.

0412. PAYMENTS FOR INFORMATION – Query was raised regarding the necessity of paying to hold RLW employers title. FTC office to look into the costings of this Document noted

There being no further business the meeting closed at 9.04 pm.

Minutes of the EXTRA ORDINARY SINGLE TOPIC MEETING of FILTON TOWN
COUNCIL held at 6:00p.m on Tuesday 17th October 2023, held at SHE7, BS7 0TD

PRESENT: Cllrs: T Mewies (Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, A Kenyon J Molloy, B Mead, J Baverstock, E Adjevivi, A Doyle, A Monk

ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer), M Lipton S Glos Biodiversity Officer, PC G Pretlove Filton Beat Team

APOLOGIES: Cllrs: D Collins,

NON-ATTENDANCE:

0413. APOLOGIES FOR ABSENCE: Apologies noted.

0414. DECLARATIONS OF INTEREST: None

0415. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0416. MILLENNIUM GREEN LIGHTING

i) Introductions of all Councillors and Council Officers in attendance.

ii) Presentation A. Friends of Millennium presented their proposal for the lighting of Millennium Green.

iii) Presentation B. Mathew Lipton gave his views on the biodiversity impacts of the lighting Millennium Green.

PC Gareth Pretlove gave the Beat Teams views on crime fluctuation during light and dark areas and the average crimes in Filton.

Cllr A Doyle gave statement regarding South Gloucestershire commitments to keeping natural dark spaces.

iv) Statements. Public and Councillors gave statements regarding their personal opinions, and experiences regarding safety, biodiversity, light pollution, disabled access, ASB concerns .

v) Questions: All parties were allowed to ask any of the parties that presented questions. These were all answered and discussed.

The meeting was adjourned for a 5 minute comfort break

0417. MOTION FROM COUNCIL – FOLLOWED BY NAMED VOTE

After discussion on amendments it was proposed and seconded that:-

"Filton Town Council to investigate financial implications to install lighting at Millennium Green before any final decisions are made. This is to include a full expert unbiased ecological report."

Named vote took place:

Cllr Esther Adjevi FOR

Cllr John Baverstock FOR

Cllr Alan Bird FOR

Cllr Daniel Boardman **FOR**
Cllr Darryl Collins **ABSENT**
Cllr Alexander Doyle **AGAINST**
Cllr Daniel Harris **FOR**
Cllr Anne Kenyon **FOR**
Cllr Brian Mead **AGAINST**
Cllr Tom Mewies **FOR**
Cllr Julie Molloy **FOR**
Cllr Adam Monk **AGAINST**
Cllr Andy Robinson **FOR**

9 FOR 3 AGAINST MOTION CARRIED

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

Filton Beat Team Report

Currently for the month of October, there has been 81 reported crimes in the Filton area. This is around the average for the last 3 months.

There have been 6 reported burglaries for the month. This is an increase from the previous month and are predominantly non dwelling burglaries. Two of these, which occurred over the weekend are still under investigation with CCTV being reviewed.

There have been 11 vehicle crimes reported during the month which is around the average for the previous months.

18 Theft offences have been reported this month which is slightly lower than the previous months. The bulk of these offences are thefts from shops in and around Abbeywood retail park. The Neighbourhood policing team have been focusing patrols in that area to show high visibility presence. Patrols in the area prevented one large bulk theft with the suspects detained. The patrols in the area have most likely deterred others.

There have been 10 criminal damage reports over the last month. This was mainly associated with one incident where multiple vehicle wing mirrors were damaged. CCTV has been recovered and is being reviewed.

The Neighbourhood policing team have continued to carry out patrols in areas associated with Anti-social behaviour. Patrols are conducted around Abbey wood retail park, Filton college, Elm Park and Millenium green. PCSO's disrupted youths causing a nuisance dispersing the group and recovering fireworks that had been left behind.

The team have been involved in engagement events at Charborough Road school for hate crime awareness week and carried out vulnerable house visits regarding drug action week.

Gareth Pretlove

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 10th October 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies), J Baverstock, A Bird, D Harris, , A Kenyon, E Adejevi

ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin

APOLOGIES: Cllrs:- D Collins A Doyle A Monk, A Robinson, D Boardman, J Mollo

NON-ATTENDANCE: N/A

0522. APOLOGIES FOR ABSENCE: Apologies noted

0523. DECLARATIONS OF INTEREST: None

0524. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0525. PRESENTATION FROM R Thompson RPT Consulting – Deferred to Full Council Meeting

0526. MINUTES OF THE MEETING HELD 12TH SEPTEMBER 2023 were approved as accurate with wording change to 0495 to read : *It was confirmed that this would be an Extra Ordinary Meeting of the Full Council Finance and General Council with a single topic agenda, with all relevant parties to be invited.*

0527. MATTERS ARISING FROM THE MINUTES- None

0528. PUBLIC PARTICIPATION - None

0529. INCOME & EXPENDITURE REPORTS- Noted

0530. BALANCE SHEET. Noted

0531. BANK RECONCILIATIONS: Noted

0532. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) **Borrowing approval** : As the Leisure build contract was nearing the end. The Town Clerk suggested to members that it would be advisable to seek further approval borrowing from the Secretary of State in case of any need to cover extra costs. This would not necessarily mean a need to borrow more but the approval would be necessary if or when required as previously agreed in February 2022.

It was agreed to discuss the level of reserves with the Accountants and report back.

ii) **Community Assets:** No Update from Councillors

iii) **Skate Park Consultation** – After a discussion it was agreed to liaise with professionals and seek advice on what equipment and changes we would need in the area and to produce a survey for the users to give the options. Also to keep the project live and add into to budget.

iv) Extra Ordinary Full Council (Finance) Meeting: The format of the Agenda for meeting was set and agreed nem.com

0533. PAYMENTS FOR INFORMATION were noted

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0534. MINUTES OF THE STAFFING COMMITTEE HELD 3rd October 2023 were discussed. Figures were available to confirm the 3 option of dates and related costs. After a discussion it was proposed and seconded to recommend to Council option 3 that The Town Clerk retirement plan commence for October 2024.

It was proposed, seconded and agreed to ratify the recommendation of the Staffing Committee nem.con

There being no further business, the meeting closed at 8.40 p.m.

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	☒	☐	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	☒	☐	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	☐	☒	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☐	☒	responded to matters brought to its attention by internal and external audit.
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.	☒	☐	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	☐	☐	☒ has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

See attached

See attached

*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:

27/06/2023

and recorded as minute reference:

FTC 03821

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

Chairman

T.A. Mc

Clerk

L.A. Mc

WWW.FILTONTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2022/23 for

FILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	452,242	988,976	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	986,694	986,694	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314,377	4,421,195	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	-486,302	-184,085	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	-16,614	-163,455	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-261,421	-1,735,642	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	988,976	4,313,683	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	1,002,248	4,451,294	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	3,067,313	4,493,940	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	107,850	4,410,316	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

L.A. Rauben
Date 04/06/2023

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

27/06/2023

as recorded in minute reference:

F.T.C. 038211 (Finance)

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

T.A. Ve

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Filton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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.

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

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The internal auditor did not cover all of the recommended objectives to confirm compliance the relevant procedures and controls in operation were being achieved throughout the financial year.

Objective L: The authority published the required information on a website/webpage up-to-date at the time of the internal audit in accordance with the relevant legislation was answered 'Not covered'.

3 External auditor certificate 2022/23

We 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 2023.

External Auditor Name

BDO LLP Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
29E8058D80974E4...

Date

29 September 2023

FILTON TOWN COUNCIL

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Filton Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Filton Town Council on application to:	
(a) Lesley Reuben, Town Clerk and Responsible Financial Officer Filton Leisure Centre, Elm Park Filton	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Monday to Friday 10am - 1p.m.	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £1.50 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Lesley Reuben, Town Clerk & RFO	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 2 nd October 2023 (<i>first working day after receiving</i>)	(e) Insert the date of placing of the notice.

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 24.10.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.4023	P23/02820/CLP	59 Cropthorne Road Filton Bristol South Gloucestershire BS7 0PT Installation of rear dormer to facilitate change of use from C3 dwelling to C4 small HMO for up to 6 people.	Mon 30 Oct 2023	Objection There is no proof or details confirming that the Loft room is the legal minimum of 6.5m2 or minimum ceiling height of 1.5m.
F.4024	P23/02839/CLE	38 Fourth Avenue Filton Bristol South Gloucestershire BS7 0RW Continued use as small House in Multiple Occupation (HMO) (Class C4) for up to 6 people	Tue 31 Oct 2023	Filton Town Council note this application as permitted development

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 24.10.2023

F.4025	P23/02411/F	Land At 678 Southmead Road Filton South Gloucestershire BS34 7RD Erection of 1no. attached small House in Multiple Occupation (HMO) (Class C4) with associated works to include access from Southmead Road (amendment to previously approved scheme P21/06534/F).	Thu 02 Nov 2023	Objection Filton Town Council still abide by their previous objection and would like to add the following to it :- Under the Environment Act 2021, "all planning permissions granted in England, with a few exemptions, will have to deliver 10% biodiversity net gain from November 2023" (SGC website, Oct 2023). So from next month there is a clear, legally enforceable, mandate for action. There is also the draft Biodiversity SPD (from July 2022) In Filton front gardens are being regularly paved to provide parking spaces, I highlight Mackie Rd and Mackie Grove (see photo below) where over half the gardens are now paved (predominantly with impermeable surfaces), or Wades Road where you have 20m from house front to opposite house front of hard engineering and not a tree for shade - which is a prime environment for creating a dangerous urban heat island effect. House extensions and garages are further removing the garden space - which, although they are generously sized in Filton for residential use compared to central Bristol, is a valuable space for wildlife. It seems that large developments are being scrutinised and requirements put in, the smaller changes to individual properties are being neglected. The incremental impact of these quickly becomes significant across the area as a whole. There is also the burden on sewerage of population increase (a hotspot given the recent CSO overflow publicity). we see some clear solutions to get started with :- mandate permeable paving and retention soakaways under ALL off-street parking spaces - i.e. as part of permission for the installation of a drop-curb - potential for this to be retrospective as i'm sure there are many dropped curbs without planning permission that should require enforcement. - 1. Ideally a prevention of further conversion of gardens to parking without a balancing replacement of green space 2. All new extensions to be finished with (a minimum of) an extensive green roof (cost is less than 10% higher than tiled) 3. All extensions to require water-butts leading to soakaways not mains drainage - this should not be happening already but I'm not sure on enforcement/building regs inspections on this? These would leave these developments as barely biodiversity neutral... not the 10% net gain required... we appreciate that to increase biodiversity in these domestic areas is more difficult but could include the following: 1. bat boxes on extensions/loft conversions/outbuildings 2. swift/small bird nest boxes in eaves of extensions/loft conversions/outbuildings 3. bee bricks in extensions/loft conversions/outbuildings
--------	-------------	--	-----------------	--

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 24.10.2023

F.4025	P23/02291/F	678 Southmead Road Filton South Gloucestershire BS34 7RD Installation of hip to gable roof extension and 1no. rear dormer to facilitate change of use from residential dwelling (Class C3) to a 7 bedroom large house in multiple occupation (HMO) for up to 7 people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with vehicle parking, access from Southmead Road, bin storage and cycle parking.	Thu 02 Nov 2023	Objection Filton Town Council still abide by their previous objection and would like to add the following to it :- Under the Environment Act 2021, "all planning permissions granted in England, with a few exemptions, will have to deliver 10% biodiversity net gain from November 2023" (SGC website, Oct 2023). So from next month there is a clear, legally enforceable, mandate for action. There is also the draft Biodiversity SPD (from July 2022) In Filton front gardens are being regularly paved to provide parking spaces, I highlight Mackie Rd and Mackie Grove (see photo below) where over half the gardens are now paved (predominantly with impermeable surfaces), or Wades Road where you have 20m from house front to opposite house front of hard engineering and not a tree for shade - which is a prime environment for creating a dangerous urban heat island effect. House extensions and garages are further removing the garden space - which, although they are generously sized in Filton for residential use compared to central Bristol, is a valuable space for wildlife. It seems that large developments are being scrutinised and requirements put in, the smaller changes to individual properties are being neglected. The incremental impact of these quickly becomes significant across the area as a whole. There is also the burden on sewerage of population increase (a hotspot given the recent CSO overflow publicity). we see some clear solutions to get started with :- mandate permeable paving and retention soakways under ALL off-street parking spaces - i.e. as part of permission for the installation of a drop-curb - potential for this to be retrospective as i'm sure there are many dropped curbs without planning permission that should require enforcement. - 1. Ideally a prevention of further conversion of gardens to parking without a balancing replacement of green space 2. All new extensions to be finished with (a minimum of) an extensive green roof (cost is less than 10% higher than tiled) 3. All extensions to require water-butts leading to soakways not mains drainage - this should not be happening already but I'm not sure on enforcement/building regs inspections on this? These would leave these developments as barely biodiversity neutral... not the 10% net gain required... we appreciate that to increase biodiversity in these domestic areas is more difficult but could include the following: 1. bat boxes on extensions/loft conversions/outbuildings 2. swift/small bird nest boxes in eaves of extensions/loft conversions/outbuildings 3. bee bricks in extensions/loft conversions/outbuildings
--------	-------------	--	----------------------------	--

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 24.10.2023

F.4027	P23/02882/F	1 Branksome Drive Filton Bristol South Gloucestershire BS34 7EG Change of use from small HMO (class C4) to an 8no. bedroom large HMO (Sui Generis) for up to 8no. people including alteration to existing access, parking and associated works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)	Tue 07 Nov 2023	Objection . Bio diversity to be considered including Query dimensions of paved area on existing site plan Loss of green space/biodiversity – contrary to Environment Act 2021 – that “all planning permissions granted in England, with a few exemptions, will have to deliver 10% biodiversity net gain from November 2023” – as the determination date falls after 1st nov (as does the statutory expiry = 7th nov) this planning application falls under this. Loss due to additional parking spaces As a minimum: - green roof to the flat roof area Green roof to bin store Permeable paving for all 4 parking spaces to reduce flood impact Water butts on all down pipes to reduce impact on sewer network Retention chambers/soakaways under the parking spaces Bat & bird boxes in the new roof structures Bee bricks in the new build sections	
F.4028	P23/02886/F	Land At 1 Shanklin Drive Filton Bristol South Gloucestershire BS34 7EL Erection of 1 no. dwelling with access, parking and other associated works.	Tue 07 Nov 2023	Comment Filton Town Council would like to note the architectural merits of this application despite the dormer design not meeting the Good Household Design SPD, but do accept that it has the opportunity in the future under permitted development. Filton Town Council would advise impacts bio diversity to be considered	
F.4029	P23/02948/CLP	39 Mayville Avenue Filton Bristol South Gloucestershire BS34 7AB Installation of rear dormer to facilitate loft conversion.	Mon 13 Nov 2023	Comment Filton Town Council note this application as permitted development	
	P23/02644/F	63 Conygre Grove Filton Bristol South Gloucestershire BS34 7DW Change of use from dwellinghouse (Class C3) to 8 no. bedroom house of multiple occupation for up to 8 no. occupants (Class Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (Retrospective).	Mon 13 Nov 2023	Comment There are no dimensions of rooms provided to prove that they are stated sizes.	

Motions October 2023

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
That this council will identify buildings and land within Filton that should be considered as community assets	Cllr Darryl Collins	29.11.2022	Motion to be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton		Councillors to send ideas to FTC office for discussion. 23.1.2023 The Plough Inn to be added as CA as soon as possible June 2023 Councillors chose places and its their responsibility to ensure paperwork is submitted FTC Office has received no communications regarding submitted applications
FTC to investigate, using Filton Voice to ask the following question. "FTC to ask the residents of Filton to assist in understanding the mix of households within Filton"	Cllr Alan Bird	29.11.2022	Concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record. The Town Clerk to check legal matters regarding data protection'		The Town Clerk is awaiting a response from South Glos Council.
1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process 2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan 3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment) 4. Proposal: have the neighbourhood plan as a standing item on the full council agenda	Dan Boardman	28.6.2022	LAR ongoing contact with D Dixon Working Group not yet set up We have now published the Filton Neighbourhood Area designation on our website. It can be found on our neighbourhood planning page under the 'current neighbourhood plans' tab. In terms of the next steps has the group has any thoughts on some of the objectives of the neighbourhood plan? Also, has there been any progress on forming a steering group?	Ongoing 12.10.2022	An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem.com 25.10.2022 It was agreed to ensure there was a budget heading and funds available for the next financial year and to establish a steering group and identify aspirations following the May elections
FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use		An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried 13.2.2023 This motion is to be brought back to FTC Full Council to progress on the results.

					Meeting with developer arranged 25.5.2023 13.6.2023 Basic information sent by developer to added to ne finance meeting . Oct 2023 FTC to investigate who else maybe best to advice on broadening the skatepark. #A new survey with options to be produced to gain users opinions.
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing		An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group. FTC Office have now taken on to research this motion.		An amendment was added. To remove the wording "park run" and add "Community run". Motion with amendment carried 10.5.2023 after taking advice from regular park run users. Its needed to have full Councillor support and involvement and a group of vetted or registered with Park Run with at least 8-10 regular volunteers before project can be considered. Information requested from Park Run Bring back to Council November 2023
'FTC to Investigate how best to employ a dedicated street cleaner /litter picker for Filton, with a target to advertise for the position before the end of August'	Cllr Alex Doyle	13.6.2023	To be added to staffing to get JD etc arranged		Staffing committee date needs to be set Staffing committee held 4.7.2023 next steps to be taken Staffing Committee making progress September 2023
That this council contact the 3 local schools to offer a grant of £ 1,000.00 funded from the Community Fund	Cllr A Monk	27.6.2023	Community Fund needs to be set in budgets and in agreed.		Deferred to Full Council Meeting September 2023 Budget Meeting November 2023

budget to create schemes to encourage people to walk to school".						
The Town Clerk is directed to work with the SGC corporate resources cabinet member to investigate the feasibility of transferring the playpark next to Filton Hill School to FTC ownership"	Cllr B Mead	27.6.2023	FTC to investigate the process and costings involved.			
Town Council commission a programme of outdoor educational walks on biodiversity and nature in Filton, utilising council owned and other publicly accessible land. An outline budget of £3000 to be put towards this activity	Cllr T Mewies	12.9.2023	More detail to be discussed at future meeting			Voted FOR NEM-COM. Motion carried
That this Town Council plan a short programme of events during December, celebrating the festive season. This should include a repeat of the previously successful Christmas party for local children, and a community carol event in Elm Park. An outline budget of £3000 to be put towards this activity	Cllr T Mewies	12.9.2023	More detail to be discussed at future meeting			Voted FOR NEM-COM. Motion carried
Request to add both name and political affiliation onto Cllr's name plates."	Cllr B Mead	12.9.2023	Town Council Office to add affiliated parties to Councillor names if required			Voted 8FOR 2 AGAINST Motion carried
Request to fly flags other than union flag on the FTC Flagpole	Cllr B Mead	12.9.2023	To be a future agenda item for possible flag choice recommendations			Voted 6 FOR 1 AGAINST 3 ABSTAIN. Motion carried. Town Clerk sought advice of legality and guidelines of flying flags other than the Jack

Date: 24/10/2023

Filton Town Council 23-24

Page 1

Time: 14:00

BANK ACCOUNT-GENERAL

List of Payments made between 01/10/2023 and 24/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2023	Alide Plant Services Ltd	FP1	423.36		160-Fencing hire
11/10/2023	CR Belcher	FP2	3,360.00		161-Disabled Kissing Gate F/Pa
11/10/2023	BDO LLP	FP3	4,536.00		162-External Audit 22/23
11/10/2023	Chandlers (Farm Equipment) Ltd	FP4	276.00		163-MS181 16"
11/10/2023	DCK Accounting Solutions Ltd	FP5	427.56		164-DRK Finance status review
11/10/2023	DL I.T. Solutions Ltd	FP6	814.66		170-Office 365
11/10/2023	Filton Voice Ltd	FP7	300.00		171-Filton Voice Sep 23
11/10/2023	GM Engineering (Bristol) Ltd	FP8	264.00		172-REmove posts/fit padlock
11/10/2023	Microshade Business Consultant	FP9	215.43		181-Citrix hosting
11/10/2023	Morton Audio Visual	FP10	1,614.00		174-Gym music system
11/10/2023	Ricoh UK Ltd	FP11	740.68		182-Copier charges
11/10/2023	Speller Metcalfe	FP12	510,968.98		177-Valuation 15B
11/10/2023	Ernest Till (South West) & co	FP13	54.00		178-electrical call out
Total Payments			523,994.67		

Public Consultation Spreadsheet October 2023

Consultation	Consultation Period	Summary
South Gloucestershire Council Budget 2024	16 Oct 2023-8 Dec 2023	We want to hear your views on our budget proposals for 2024/25. For all of the consultation information and a chance to respond please visit https://sgbudget2024.commonplace.is/ .
Waste less, recycle more	6 Oct 2023-7 Jan 2024	We are proposing some changes to our recycling and waste collection services. The purpose of these changes is to: Make it easier for people to recycle more, Reduce the carbon footprint of waste in South Gloucestershire, and Reduce our costs, so that our funding covers the cost of delivering the service. Over the next three years, we want to roll out a weekly collection of flexible plastics for recycling to all households with a kerbside collection and introduce further measures which make it easier for you to recycle more of what you currently throw away. Once you're recycling more and creating more space in your black bin, we then want to consider how often black bins for non-recyclable waste are collected, looking at options for a three or four weekly collection.
Late night street lighting	18 Oct 2023-10 Jan 2024	This consultation considers the best ways to deliver the reductions we need to make to both carbon emissions and energy costs by dimming street lights. Visit our dedicated Common Place site for further information about the proposals and to ensure your voice is heard. https://streetlight.commonplace.is/

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

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

APOLOGIES: Cllrs: M Chaudhry, C.Wood

NON-ATTENDANCE:

0323. APOLOGIES FOR ABSENCE: Apologies noted

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

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

0326. SUBMISSIONS FROM PUBLIC:

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

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

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

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

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

Signage – the garden were requesting signage and would liaise with the Town Clerk.

Local Nature Action Plan – Council had signed up to register a plan and were encouraged to be more involved and act.

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

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

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

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

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

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

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

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

0330. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

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

0331. SUBMISSIONS FROM MEMBERS:

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

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

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

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

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

ii) **Leisure Centre update.**

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

Key dates were as follows: -

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

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

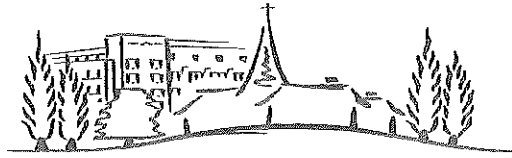
Notes of the meeting held had been circulated and it was noted that the festival would be held on Saturday 22nd July and the organiser will be attending the Finance meeting in January to discuss further with members.

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

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

0334. PAYMENTS FOR INFORMATION- Accepted

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



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 80 3918

22nd November 2022

Dear Members

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

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

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

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

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

APOLOGIES: Cllrs: M Chaudhry, C.Wood

NON-ATTENDANCE:

0323. APOLOGIES FOR ABSENCE: Apologies noted

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

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

0326. SUBMISSIONS FROM PUBLIC:

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

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

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

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

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

Signage – the garden were requesting signage and would liaise with the Town Clerk.

Local Nature Action Plan – Council had signed up to register a plan and were encouraged to be more involved and act.

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

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

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

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

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

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

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

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

0330. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

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

0331. SUBMISSIONS FROM MEMBERS:

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

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

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

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

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

ii) **Leisure Centre update.**

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

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

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

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

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

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

0334. PAYMENTS FOR INFORMATION- Accepted

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

Police Report November 2022

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

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

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

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

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

Councillor Chris Wood Report

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

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

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

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

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

APOLOGIES: N/A

NON-ATTENDANCE: N/A

0415. APOLOGIES FOR ABSENCE: There were none

0416. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

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

0418. TO APPROVE THE MINUTES OF THE MEETING HELD 4th October 2022

The minutes were approved as an accurate record.

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

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

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

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

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

0421. GRANT APPLICATIONS

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

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

0422. INCOME & EXPENDITURE REPORTS

Reports for Month 6 (September 22) were discussed.

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

0423. Balance Sheet (Month 6)

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

0424. BANK RECONCILIATION (Month 6) – confirmed

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

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

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

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

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

Vote carried 6 For, 2 Against and 1 Abstention.

0427. Payments for Information – Approved.

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

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

Motions 2022

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

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

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

Public Consultation Spreadsheet November 2022

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

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

BANK ACCOUNT-GENERAL

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

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

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

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

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

NON-ATTENDANCE:

0335. APOLOGIES FOR ABSENCE: Apologies noted

0336. DECLARATIONS OF INTEREST: None

0337. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures

0338. CO-OPTION –.

Esther Adjevivi introduced herself and responded to questions from councillors. It was proposed and seconded to duly elect Esther Adjevivi to be co-opted to fill the vacancy in the Charborough Ward. *Vote was carried Nem.Com. Esther Adjevivi signed her declaration of office and joined the meeting;*

0339. SUBMISSIONS FROM PUBLIC: No Submissions

0340. TO APPROVE MINUTES OF THE MEETING HELD 25th October 2022: The minutes were approved as accurate -

0341. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none

0342. FILTON BEAT TEAM UPDATE: Report was circulated to members, concerns raised as to the Beat Team not visible in the community. The Town Clerk is to liaise with them and pass on the concerns.

0343. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – noted

0344. SUBMISSIONS FROM MEMBERS:

i) Proposed by Cllr Darryl Collins, Seconder Cllr Adam Monk “That this council will identify buildings and land within Filton that should be considered as community assets.”

The proposal was discussed and suggested that would be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton. Voted **FOR** Nem.Com

ii) Proposed by Cllr Alan Bird FTC to investigate, using Filton Voice to ask the following question. “FTC to ask the residents of Filton to assist in understanding the mix of households within Filton.”

The proposal was discussed, and concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record.

It was voted **FOR 6 ABSTAIN 4**.

It was requested that The Town Clerk to check legal matters regarding data protection'

ACTION FTC Office

0345. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule 22nd November** – Meeting was not held Councillors confirmed they viewed current applications and commented as individuals.

ii) **Full Council Finance 8th November Draft Minutes** – Noted

iii) **Leisure Centre update**. An update was given on the current delays on planning and how that had impacted on works. It was confirmed that after making enquiries Filton Town Council agreed for the works to begin prior to the approval due in the very near future.

It was agreed that the Town Clerk would circulate the Phase 1 plans to all Councillors.

ACTION FTC Office

vi) **Ongoing Updates - Document was noted**

v) **Friends of Millennium Green** – Members of group presented their request for lighting to be considered for Millennium Green. They highlighted the safety concerns and gave information regarding the survey that they had undertaken locally. Concerns were raised on behalf of residents whose properties are close to the area regarding impact on local wildlife, increased ASB and raised the issue that they had not been consulted.

After discussion it was proposed and seconded for the Millennium Green Group to return to Filton Town Council with the specifications and budget needed for the lighting. Filton Town Council Office to then strive to get 3 quotes for the works. A single agenda meeting will be arranged for the residents and groups attend and see the options available.

Voted **FOR** Nem.Com

It was requested for the Town Clerk to contact the Environmental Team at South Gloucestershire Council for a report in the impact of lighting on the environment get crime data from the local police team and get advice regarding a bat survey being carried out.

ACTION FTC Office

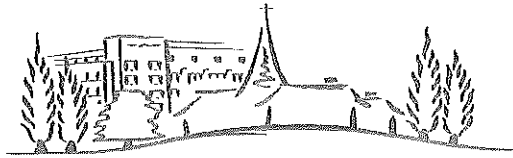
vi) **Northville Community Garden (Land behind the Bulldog)** Chair of the committee informed the Council on the opportunity to have used soil delivered to Jennings Garden for no cost to be used to make higher beds to stop the area being used by cars.

The Town Clerk highlighted the risks and expressed her concern of potentially using contaminated soil around the area. After a discussion it was proposed and seconded to have the soil delivered but to ensure a copy of the quality certificate is given to Filton Town Council. Voted 8 **FOR 2 ABSTAIN**.

0346. CONSULTATION SPREADSHEETS- Councillors to become familiar with ongoing consultations.

0347. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 9.04pm.



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 80 3918

5th December 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 13th December 2022**.
To be held at **7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Budget Provision 2023/24 – Derek Kemp Accounting Solutions
 - i) Councillors request for consideration (*pages 1-4*)
 - ii) Budget Provision 2023-24 (*Appendix 1*)
5. Submissions from the Public (max. 15mins).
6. To approve the minutes of the meeting held 29th November 2022 (*pages 5-6*)
7. Matters of report arising from the minutes not otherwise included on the agenda.
8. Filton Beat Team Update – PC Gareth Pretlove
9. South Gloucestershire Reports:
Cllr A Monk – (*No Submission*)
Cllr C Wood – (*No Submission*)
10. Submission from members
11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee (*No planning committee meeting since last Full Council Meeting*)
 - ii) A4 Decision to delay (*page 7*)
 - ii) Leisure Centre Construction update
 - iii) Ongoing Updates (*pages 8-10*)
12. Consultation Spreadsheet (*pages 11-13*)
13. Payments for Information (*no accountant visits since last Full Council meeting*)

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

Proposer	Detail	Implication to precept / band D Property
Cllr A Robinson	#1 zero percentage increase to precept. Please ask the accountant to project figures. #2 5% reduction to precept. Please ask the accountant to project figures. #3 10% reduction to precept. Please ask the accountant to project figures. Funds to be made available to Blenheim park Millennium Green and Elm Park for improvements, new seating, flower beds & general maintenance. Amount TBD Funds made available for the Filton LNP local nature plan. Initiatives: birds, slow worms, hedgehogs: planters, scented edible plants etc. amount TBD Can we please be mindful of the cost of living crisis facing our residents when setting our budget as we currently charge one of the highest precepts in the country. Also, if we haven't got one in place already submit a neighbourhood plan as we would be entitled to 25% of CIL receipts ref the good councillors guide 2018 page 49 paragraph 3. (I wish to raise this as a motion, if we are not already in receipt on it.	

Cllr A Doyle	Could I ask for the accountant to generate an option for next year's budget following South glos's Council tax increase. Could I also raise a member's item to propose the following budget items be created and costed (by councillors) Green spaces development budget Roads maintenance budget Youth support services budget Neighbourhood planning budget Community development budget
Cllr T Mewies	Please can the following be included as budget options for the accountant please. I believe the option of an additional groundsperson has already been included. 1. An increase in the rolling annual capital projects budget from the current amount to £100k. Reasoning: Increasing demand from community groups and members of the public for improvements and works e.g. Millennium Green works, Skate Park improvements, new equipment required for park maintenance. 2. An uplift in the budget set aside for youth work to reflect the £5000 we gave to Pyramid youth club this year, and the 10% rate of inflation. Reasoning: High inflation, likelihood of South Glos cuts in this area, re-establishment of Pyramid. 3. A permanent increase in the budget allocated for Filton Festival from £10k to £20k. Reasoning: The Town

	Council no longer has the capacity to run this event, and the increased budget this year has all been spent- this is then the cost of someone running this festival commercially. The increase to this budget is a must rather than a should as the increase has already materialised. 4. An increase in the amount allocated for \$137 grants. I would like this to gradually increase to £10k, with an increase of £500 next year. Reasoning: Budget has long not been uplifted. More grants applications than funds available this year. I was given the impression by our last meeting with the accountant that all the above is achievable with a 0% increase to the precept, however, I'm aware that inflation and ongoing uncertainty over the leisure centre contract may have changed things.	
Cllr A Monk	FTC instruct the clerk to draw a budget for the forthcoming financial year based upon a zero percent increase. Indicating if current service levels can be maintained and what impact this has going forward. FTC instruct the clerk to implement a 4 year budget forecast. To enable more accurate budgeting and control of capital projects.	
Cllr A.Bird	A clear picture of the current reserves are needed to be able to discuss if FTC can pick up on cuts to services made by South Glos Council.	

FTC BUDGET CONSIDERATIONS FROM MEMBERS DECEMBER 2022 – NOT YET AGREED BY COUNCIL

[illegible]

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

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

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

NON-ATTENDANCE:

0335. APOLOGIES FOR ABSENCE: Apologies noted

0336. DECLARATIONS OF INTEREST: None

0337. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures

0338. CO-OPTION –

Esther Adjevivi introduced herself and responded to questions from councillors. It was proposed and seconded to duly elect Esther Adjevivi to be co-opted to fill the vacancy in the Charborough Ward. *Vote was carried Nem.Com. Esther Adjevivi signed her declaration of office and joined the meeting;*

0339. SUBMISSIONS FROM PUBLIC: No Submissions

0340. TO APPROVE MINUTES OF THE MEETING HELD 25th October 2022: The minutes were approved as accurate -

0341. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none

0342. FILTON BEAT TEAM UPDATE: Report was circulated to members, concerns raised as to the Beat Team not visible in the community. The Town Clerk is to liaise with them and pass on the concerns.

0343. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – noted

0344. SUBMISSIONS FROM MEMBERS:

i) Proposed by Cllr Darryl Collins, Seconder Cllr Adam Monk "That this council will identify buildings and land within Filton that should be considered as community assets."

The proposal was discussed and suggested that would be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton. Voted **FOR** Nem.Com

ii) Proposed by Cllr Alan Bird FTC to investigate, using Filton Voice to ask the following question. "FTC to ask the residents of Filton to assist in understanding the mix of households within Filton."

The proposal was discussed, and concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record.

It was voted **FOR 6 ABSTAIN 4**.

It was requested that The Town Clerk to check legal matters regarding data protection'

ACTION FTC Office

0345. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule 22nd November** – Meeting was not held Councillors confirmed they viewed current applications and commented as individuals.

ii) **Full Council Finance 8th November Draft Minutes** – Noted

iii) **Leisure Centre update**. An update was given on the current delays on planning and how that had impacted on works. It was confirmed that after making enquiries Filton Town Council agreed for the works to begin prior to the approval due in the very near future.

It was agreed that the Town Clerk would circulate the Phase 1 plans to all Councillors.

ACTION FTC Office

vi) **Ongoing Updates - Document was noted**

v) **Friends of Millennium Green** – Members of group presented their request for lighting to be considered for Millennium Green. They highlighted the safety concerns and gave information regarding the survey that they had undertaken locally. Concerns were raised on behalf of residents whose properties are close to the area regarding impact on local wildlife, increased ASB and raised the issue that they had not been consulted.

After discussion it was proposed and seconded for the Millennium Green Group to return to Filton Town Council with the specifications and budget needed for the lighting. Filton Town Council Office to then strive to get 3 quotes for the works. A single agenda meeting will be arranged for the residents and groups attend and see the options available.

Voted **FOR Nem.Com**

It was requested for the Town Clerk to contact the Environmental Team at South Gloucestershire Council for a report in the impact of lighting on the environment get crime data from the local police team and get advice regarding a bat survey being carried out.

ACTION FTC Office

vi) **Northville Community Garden (Land behind the Bulldog)** Chair of the committee informed the Council on the opportunity to have used soil delivered to Jennings Garden for no cost to be used to make higher beds to stop the area being used by cars.

The Town Clerk highlighted the risks and expressed her concern of potentially using contaminated soil around the area. After a discussion it was proposed and seconded to have the soil delivered but to ensure a copy of the quality certificate is given to Filton Town Council. Voted **8 FOR 2 ABSTAIN**.

0346. CONSULTATION SPREADSHEETS- Councillors to become familiar with ongoing consultations.

0347. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 9.04pm.

Decision to defer bringing into force the non-immediate Article 4 Direction to remove permitted development rights for a change of use from a dwelling house (Use Class C3) to a House in Multiple Occupation (Use Class C4) within specifically defined areas of Filton and Stoke Park & Cheswick wards in accordance with the Town and Country Planning (General Permitted Development) Order 2015

From the 7 February 2022 – 4 April 2022, the Council carried out an 8 week consultation on its intention to make the Proposed Article 4 Direction (A4D). In doing so, it consulted on the following documents:

- a. An executive report to members setting out the various options.
- b. A report prepared by Arup and the Council on the informal business case for the introduction of the Proposed A4D.
- c. Maps showing the Proposed A4D boundaries.

The public notice explained that the Council was “consulting on making a non-immediate Article 4 Direction” and invited “Public representations regarding the proposed Article 4 Direction(s)”. It also noted that: “If the decision is to proceed the Article 4 Direction(s) will come into force by 31st December 2022”.

On the 26 August 2022, following consideration of the consultation responses and a further executive report, the Council decided to make the Proposed A4D. The Order making the Proposed A4D was sealed on 14 September 2022 (“the Sealed Order”). The Sealed Order indicated that it would come into force on 30 December 2022 if it was confirmed. The Council subsequently proceeded to undertake a public consultation for a period of 21 days, in accordance with the procedural requirements set out in paragraph 1, sub-paragraphs (1), (4) and (6), of Schedule 3 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (“the GPDO”).

In response to this consultation, the Council received a representation stating that if the Council proceeded to bring the A4D into force on 30th December 2022, it would risk being liable for any potential compensation claims in the event that planning permission was refused for the creation of an HMO that would previously have been permitted development. This was because the Council would not be providing 12 months’ notice before the Proposed A4D came into effect on 30 December 2022.

Having considered this matter, the Council considers that a significant risk of liability for compensation would arise from the decision made in August 2022 if the Council continued to confirm the A4D and bring it into force on 30 December 2022, as originally intended. Given the current Council budget pressures and need to protect taxpayers’ money this requires the Council to take appropriate action.

The council has therefore decided that the proposed Direction withdrawing permitted development rights requiring proposals to convert dwelling houses (C3) to a small Houses in Multiple Occupation (HMO) (C4) to apply for planning permission, within specifically defined areas of Filton and Stoke Park & Cheswick ward, will not be brought into force on 30th December 2022.

Instead, a new decision will be taken to introduce the A4D to withdraw permitted development rights. This will be subject to a minimum of 21 days consultation for any representations to be made in accordance with Schedule 3 to the GPDO. Consultation (subject to confirmation) is proposed to commence on 9th January 2023. Accordingly, the Council intends to publish and serve notice that the direction will come into force 12 months after the Decision Notice is published in the prescribed manner, as set under paragraph 1 (1) to (5) of Schedule 3 to the GPDO.

The effect of this, and subject to consultation starting on 9th January 2023, as set out in Schedule 3 to the GPDO, is that the implementation date for the Direction coming into force would be 10th January 2024, rather than the 30th December 2022.

Motions 2022

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
That this council will identify buildings and land within Filton that should be considered as community assets	Cllr Darryl Collins	29.11.2022	Motion to be added to January 2023 agenda. Councillors to bring with them to the meeting ideas of assets of Filton		
FTC to investigate, using Filton Voice to ask the following question. "FTC to ask the residents of Filton to assist in understanding the mix of households within Filton"	Cllr Alan Bird	29.11.2022	Concerns were raised on the accuracy of the data that would be received from the survey whilst public availability resources such as electoral roll are an accurate legal record. The Town Clerk to check legal matters regarding data protection'		
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
That this council explores alternative venues for council meetings during the Leisure Centre construction work.	Cllr Brian Mead	26.7.2022	Several venues contacted and unable to facilitate FTC. FTC office to continue looking for alternative venues.	1.9.2022	
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).	Cllr Tom Mewies	28.6.2022	LAR and CW have met with re energise and have started researching with re energise	11.10.2022	An amendment to the motion was proposed and seconded Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR. 27.9.2022 It was voted and agreed to go with the company Re Energise to arrange Filton Festival. Festival will be held on Saturday 22nd July and the organiser will be attending the Finance meeting in January 2023 to discuss further with members.
1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process	Dan Boardman	28.6.2022	LAR ongoing contact with D Dixon Working Group not yet set up We have now published the Filton Neighbourhood Area designation on our website. It can be found on	Ongoing 12.10.2022	An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem-com 25.10.2022 It was agreed to ensure there was a budget heading and funds available for the

2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan			our neighbourhood planning page under the 'current neighbourhood plans' tab. In terms of the next steps has the group has any thoughts on some of the objectives of the neighbourhood plan? Also, has there been any progress on forming a steering group?		next financial year and to establish a steering group and identify aspirations following the May elections
3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment)					
4. Proposal: have the neighbourhood plan as a standing item on the full council agenda					
FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as an mode of information for new students moving to the area for the new term in September	Cllr Adam Monk	28.6.2022	CW and Rich Coulter produced leaflet for FV	14.8.2022	
1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis	Cllr Brian Mead	29.3.2022	Work in Motion carried out / these works to continue after Being dealt with at Staffing Committee		An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis. Motion with amendment carried
FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use	1.6.2022	An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing		An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group.		An amendment was added. To remove the wording "Park run" and add "Community run".

			FTC Office have now taken on to research this motion.		Motion with amendment carried
Expanding the wildflower areas in Millennium Green and Elm Park	Cllr Dan Boardman	29.3.2022	ongoing		An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers Motion with amendment carried
To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to: 1) restrict access for motorcycles. 2) secure enough to stop dogs running out on to the road. 3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.	Cllr Andy Robinson	25.1.2022	Quotes obtained regarding all options being taken to Council 27.9.2022 Gates ordered and will be installed by FTC and S Glos Ranger as agreed 27.9.2022	27.9.2022	
To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council. Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees. Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.	Cllr A Robinson	8.2.2022	CW arranged for the plaques and FTC Grounds put them in	1.5.2022	
Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet	Cllr Chris Wood	25.1.2022	LAR/CW research Flag pole, order and installed No planning permission needed	1.6.2022	

Public Consultation Spreadsheet December 2022

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

		All the information you need to know is given below, as well as in the consultation document which you can download and print. There is an online survey which is available until midnight on Sunday 15 January 2023 or you can download and send back a paper copy of the survey by Wednesday 11 January 2023. Should you complete the online survey before 6th December and provide us with your details, we can email you directly to ask for your input into phase 2. Email: consultation@southglos.gov.uk Write to: South Gloucestershire Council, Insight and Engagement Team, Council Budget, PO Box 1953, Bristol, BS37 0DE
Clean Air Action Plan	6 Dec 2022-31 Jan 2023	Our Clean Air Action Plan (CAAP) has been produced to put into place the visions and priorities in South Gloucestershire Council's Clean Air Strategy (2020-2024) and to fulfil the council's duties required by the Local Air Quality Management (LAQM) framework. The aim of the CAAP is to benefit the most people by striving for clean air across the widest area. The CAAP considers air quality throughout the whole of South Gloucestershire in addition to the Air Quality Management Areas (AQMAs) declared in Kingswood - Warmley, and Staple Hill. It includes 30 actions designed to improve air quality, all of which are important. We are proposing to prioritise actions that will reduce transport emissions and emissions from domestic solid fuel burning. Complete the short online Email consultation@southglos.gov.uk Write to: Freepost Plus RTXL-YHGY-GSYS

		South Gloucestershire Council Corporate Consultation Team Council Offices Badminton Road Yate BRISTOL BS37 5AF
A new Compact for South Gloucestershire	28 Oct 2022-22 Jan 2023	South Gloucestershire is proud of its enduring Compact between public sector agencies and the Voluntary, Community and Social Enterprise (VCSE) organisations working in the area. The Compact represents a shared recognition that collaborating in partnership can more strongly serve, represent, develop and promote the wellbeing of local people and communities in South Gloucestershire. The current Council Plan sets a goal to refresh the current Compact in 2022, and through this consultation we are seeking feedback on a proposal for a new Compact. The aim of the new Compact is to move from the current rules-based codes to a set of agreed principles governing behaviour from all parties based on three key areas: mutual respect partnership working, and effective delivery.