

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

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Town Clerk: Lesley Reuben

FULL COUNCIL MEETING – All Town Council Members

17th January 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Monday 23rd January 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. **Presentation FILTON FESTIVAL 2023 – Robert Goodwin, Energize**
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 Full Council 28th November 2022. (page 1-2)
7. Matters of report arising from the minutes not otherwise covered by the Agenda.
8. Filton Beat Team (page 3)
9. South Glos Councillor Reports
 - i) Cllr Adam Monk (tabled)
 - ii) Cllr C.Wood (tabled)
10. Submissions from Members :- Proposed by Cllr A Bird
 1. "FTC request Steve Reade Executive Member of South Glos Council to attend our next meeting to fully explain the delay in implementing the Article 4.

2. FTC request South Glos Council revise the HMO SPD to include proposals previously submitted by FTC, to minimise the impact in delaying the implementation of Article 4.
3. FTC request South Glos Council introduce a meaningful register of all rented properties within Filton, to enable the rental portfolio within Filton, to be better understood.

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

- i) Leisure Centre Construction Update
- ii) Finance Committee Minutes held 10th January 2023 (pages 4-5)
- iii) Planning Committee held 17th January 2023 (pages 6-8)
- iv) Community Assets – (ideas for consideration to be sent to Town Clerk)
- v) Ongoing Updates (pages 9-12)

12. Consultation Spreadsheet (pages 13-14)

13. Payments for information Month 10 (page 15)

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 BEAT TEAM REPORT

Reported burglaries are similar to this time last year and around the same figure as last month. Numbers are low with no pattern to offences or areas being targeted.

Vehicle crime levels are the same as last month and slightly down on this time last year.

Theft offences are not as high as last month when there appeared to be a spike in thefts from shop.

Theft from shop offences tend to be carried out by persistent offenders targeting specific stores. One individual has recently been arrested and remanded which has helped reduce these offences.

There continues to be theft of pedal cycle offences, predominately around Abbeywood retail park.

Attempts will be made to increase patrols around Abbeywood to prevent further offences and provide reassurance.

There continues to be Anti-social behaviour reports around College way and SGS college, though the reports are not as frequent as in September and October. Officers have continued to patrol in the area when they are able to. We have met with staff at the college to discuss some of the issues regarding Mopeds being ridden in an anti-social manner. Students have been spoken to and staff have suspended and excluded some pupils.

The college stated that there are always initial problems with new starters in September, but issues then settle down. We are looking to carry out education work with the college regarding road safety. The team continue to patrol the area each day that they are on. Officers must pass the college to and from the station and will continue to patrol the area.

There has been Anti-social reports around Shield retail with youths targeting KFC. CCTV is being checked and reassurance patrols being conducted.

There has also been reports of inappropriate use of vehicle in Millennium green. Encourage people to report incidents. When we are on duty, we will attempt to patrol the area, but are not always around. If the matter is reported at the time another beat officer or response officer may be nearby to help.

We started to get complaints regarding parking on Elm Park, mainly at the weekends. I appreciate while the building work is ongoing, parking is restricted in the main car park. The next weekend we are working we will check the street and advise about any inappropriate parking.

Please continue to report, if its not reported it is difficult for me to know when the team are not around.

G PRETLOVE

PRESENT: Cllrs: A Doyle (Chair), T Mewies (Vice Chair), B Mead, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D Harris

ALSO, PRESENT: Lesley Reuben (Town Clerk &RFO), Carla Westcott (TCSO) Derek Kemp (DCK Accounting Solutions)

APOLOGIES: A Monk, C Wood

NON-ATTENDANCE: M Chaudhry

0428. APOLOGIES FOR ABSENCE: Apologies given

0429. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0430. DECLARATIONS OF INTEREST: None

0431. BUDGET PROVISION 2023/24 – DEREK KEMP ACCOUNTING SOLUTIONS

- a. Councillors submission for budget consideration – to be reviewed in new financial year
- b. Budget Provision 2023-24: D Kemp presented the budget provision and option to Council. Noting the ability to extend the contingency fund has been included in the figures, still leaving reserves £24,000 above the recommended level. Leaving the sum of £250,000 as surplus to the Council that can be used for various agreed funding to be discussed at a separate meeting in the new financial year. A social fund was given as an idea from a Councillor this was to be added to the list for consideration in the new tax year. Queries regarding the precept were answered and various options and figures were discussed.

2 Motions were proposed:

Motion 1: Proposed by Cllr D Boardman and seconded by Cllr A Robinson (named vote requested) " Reduce the precept for the Filton residents by 10%". Voted FOR 4 (Cllrs A Robinson, D Boardman, E Adejevi, Anne Kenyon) AGAINST 6 (Cllrs A Doyle, T Mewies, D Collins, A Bird, D Harris, B Mead).

Motion 2: Proposed and seconded " Keep the precept unchanged which equates to a 0.57% decrease for Filton residents". Voted FOR 7, AGAINST 3.

Motion 2 carried.- it was therefore resolved to demand a precept requirement of £986,694 which equates to £312.84. per annum (£6 per week) per Band D property. This being a

-0.57% reduction per household on last year. (Reason noted as 18 extra band D equivalents)

0432. TO APPROVE THE MINUTES OF THE MEETING HELD 8th November 2022

The minutes were approved as an accurate record.

0433. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Filton Town Council have not yet received the certificate from the soil delivered to the land behind the Bulldog. The Town Clerk to follow this up.

0434. PUBLIC PARTICIPATION: Member of the public raised concerns over the speeding and speed signage around Hunters Way. Filton Town Council to investigate the department responsible and raise the concerns.

0435. INCOME & EXPENDITURE REPORTS: Clarification of the Streetcare expenditure given.
Document noted

0436. BALANCE SHEET (Month 7) : Query on the Monsoon payment. Confirmed it as the Ground Teams new uniform supplier.

0437. BANK RECONCILIATION (Month 7) – Noted

0438. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) Leisure Centre Construction Update: The Town Clerk updated the Council that the demolition has now began and is moving quickly.

The poor weather has caused issues with the temporary car park and additional cost needed.

Full planning permission for had now been received.

ii) Venue for future Council Meetings: After looking at several different options the SHE7 meeting room had been reserved for future meetings until March 2023. The meetings would need to be re-scheduled to 2nd and 4th Monday of every month until March. It was agreed that this would be the best option and the next Full Council meeting would be held Monday 23rd January 2023 at SHE7.

0439. Payments for Information month 8 – Accepted

There being no further business, the Chair closed the meeting at 8.15 pm.

SCHEDULE OF PLANNING APPLICATIONS 17/01/2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3945	P22/07119/F	718 Southmead Road Filton South Gloucestershire BS34 7QT Demolition of garage. Erection of single storey 2no. bedroom/2no.person detached annexe to enlarge existing large House in Multiple Occupation (HMO) (Sui Generis) to an overall 10no. person HMO.	Fri 20 Jan 2023	OBJECTION Development - PSP states that a development should not have a negative impact on the local area, the concern of local residents to the impact of the overdevelopment of this property clearly shows the increase will be negative. No action has been taken by the developer to mitigate this. 2. Insufficient parking - The approval with conditions of the previous application on this site (P22/04955/F) clearly states: "2. The off-street parking facilities (for all vehicles, including cycles) and access shown on the plan hereby approved shall be provided before the building is first occupied as an 8 person HMO, and thereafter retained for that purpose." The un-dimensioned submission shows 2 parking spaces at the rear - one of these is existing and included in the previous application and is being double counted for this application. The second space is not viable as the gap between the existing garage and hedgerow is circa 3 metres in width (two parking spaces require 2.4m x2 = 4.8m in width). Loss of the hedgerow would only achieve circa 0.5m - still inadequate and a significant loss in biodiversity habitat. Therefore the required 5 spaces are not demonstrated. 3. Loss of biodiversity - this property has already seen a devastation to the mature garden space, which has been destroyed by the building works. - A loss of the front garden to hardstanding for parking (also increasing rainfall runoff and resultant negative impact to local flood risk). - The further removal of green space with an additional parking space and proposed removal of the hedgerow that they neglect to show on the drawings, - this further compounds the environmental detriment of this development - a loss of approx 33% of the green space on this property! and not the net gain that policy requires. This is in direct conflict with the SGC Environmental policy: Climate and Biodiversity Emergencies and associated planning policies (Household design SPD March 2021 - among others). 4. Insufficient internal amenity space - the covering letter is at pains to stress these are not self-contained units - unfortunately the existing internal amenity space (kitchen and living room) is already undersized for similar properties in the area (conflicting with householder design guide to be "in-keeping"). The addition of two further bedrooms and their residents increases the loading by 25% leaving this undersized to cater for 10 persons especially at peak times. 5. Sewerage and water supply. These houses were designed as family properties (e.g 4 persons) this proposal seeks to increase this to 250% - 2.5 times the design loading of the sewer network, no survey has been undertaken to ensure that the pipework can cope with this loading or contact with Wessex Water to check. Similarly the extra bathrooms will reduce water pressure capacity for the surrounding area, which the ageing pipework infrastructure may not be able to handle.

SCHEDULE OF PLANNING APPLICATIONS 17/01/2023

				OBJECTION
F.3946	P22/07167/F	Land At 28 Ferndale Road Filton South Gloucestershire BS7 0RP Erection of 1no. detached dwelling with associated works.	Thu 26 Jan 2023	Parking / Access interfering with the school zone. Note planning appeal decision for previous application APP/P0119/W/22/3294471. Points 16:6. The location of the new access on to Fourth Avenue would be close to the junction between Ferndale Road and Fourth Avenue. There would be no space within the site for vehicles to turn, which would lead to vehicles reversing into the road at a point where vehicles turning in to Fourth Avenue would have little visibility and opportunity to stop and close to the pedestrian access to the adjoining pre-school. This would be significantly harmful to highway safety. Point 17.: For the above reasons the proposal would be harmful to highway safety. The proposal would therefore conflict with PSpP Policies PSP11 and PSP16 and the guidance contained within the South Gloucestershire Residential Parking Standards Supplementary Planning Document (2013) which seek, amongst other things, to ensure that appropriate, safe and attractive access to the highway network is provided. The proposal also conflicts with paragraph 11.1 of the Framework which seeks to ensure that development does not have an unacceptable impact on highway safety - A loss of the garden to hardstanding for parking (also increasing rainfall runoff and resultant negative impact to local flood risk). - The further removal of green space with an additional parking space and proposed removal of the hedgerow that they neglect to show on the drawings, - this further compounds the environmental detriment of this development - a loss of the green space on this property! and not the net gain that policy requires. This is in direct conflict with the SGC Environmental policy: Climate and Biodiversity Emergencies and associated planning policies (Household design guide SPD March 2021 - among others).
F.3947	P23/00047/RM	Plot C4 Landing Lights - East Works Filton South Gloucestershire Erection of Coffee Shop with Drive Thru Facility (Class E) and associated works with appearance, landscaping, layout, and scale to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission P19/09662/O).	Mon 30 Jan 2023	FTC acknowledge and have no comment to add.
F.3948	P22/06774/HH	7 Charlies Road Filton South Gloucestershire BS34 7ES Erection of single storey rear extension and first floor rear extension to form additional living accommodation with external rendering.	Fri 27 Jan 2023	COMMENT Windows need to be in keeping with neighbouring properties. Large pane glass not crittall glazing.

SCHEDULE OF PLANNING APPLICATIONS 17/01/2023

F.3949	P23/00097/F	Land At The Shield Retail Centre Link Road Filton South Gloucestershire BS34 7BR Installation of 8 no. EV chargers, and 1 no. substation with associated equipment and works.	Thu 02 Feb 2023	FTC acknowledge and no comment
F.4950	P22/06285/F	758 Filton Avenue Filton South Gloucestershire BS34 7HB Change of use from a residential dwellinghouse (Class C3) 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).	Thu 02 Feb 2023	OBJECTION Still not sufficient parking for 4. (2 off street 1 garage only 3 out 4 required. Insufficient on street parking due to junctions, side roads) Due to drop kerb there is a loss of off-street parking Over concentration of HMOs - There are 10 licensed HMOs within 100m, circa 10% of properties and potentially exceeding the 20% population guidance of the HMO SPD, currently estimated at 59 persons out of 600 - an additional 7 persons would take this over the 20% population density. Sandwiching by HMOs - 754 Filton Avenue is currently a small HMO occupied under permitted development - so 756 would be sandwiched. 762 is also a small HMO occupied under permitted development so 760 would be sandwiched too. Lack of sufficient amenity space for 7 persons - the council recommends 70m2 for properties of 4+ bedrooms under PSP43, this property is significantly below this - notwithstanding the further loss of space due the bike shed, and the unusable space behind the garage - leaving between 35-40m2 of private amenity space.
F.4951	P22/07055/HH	668 Southmead Road Filton South Gloucestershire BS34 7RD Erection of a two storey side extension to form additional living accommodation.	Mon 06 Feb 2023	OBJECTION Removing the wall would mean not in keeping with the neighbouring properties Original Footprint over 50% increased Over development approx. 50% curtilage is now building. Loss of garden Loft room not included in any plans or elevations Potential extra bedrooms Overloaded on drainage a sewage system Suitable drainage under the parking spaces needed Drop kerb only suitable for parking spaces 3 and 4. 1 and 2 not appropriate Parking SPD. Being directly opposite the bus stop may interfere with access.
F.4952	P22/07014/HH	51 Braemar Avenue Filton South Gloucestershire BS7 0TF Erection of two storey side and single storey side/front extension.	Tue 17 Jan 2023	COMMENT Highway condition report requested Impact on cul-de sac concerns. No issue with build

Motions 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.
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.
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	SHE7 now temporarily booked until March 2023.
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	LAP/CW research Flag pole, order and installed No planning permission needed	1.6.2022	

Consultation	Consultation Period	Summary
Houses in Multiple Occupation Article 4 Direction Proposal 2023	9 Jan 2023-31 Jan 2023	South Gloucestershire Council made a Direction on the 4th January 2023 under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 ('the GPDO'). The Direction was published on 9th January 2023 and will come into force if confirmed on 10th January 2024. This takes account of the need to provide 12 months' notice before the Proposed A4D comes into effect to avoid the Council being liable for any potential compensation claims in the event that planning permission is refused for the creation of an HMO that would previously have been permitted development. The Direction applies to two specifically focused areas within the Stoke Park & Cheswick ward and to the east of Southmead Road and Gloucester Road North in the Filton ward as shown on here. The effect of the Direction is that permitted development rights granted by Article 3 of the GPDO will no longer apply for a change of use from a dwelling house (Use Class C3) to a House in Multiple Occupation (Use Class C4) once the Article 4 Direction comes into force.
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.

Moving Traffic Enforcement Powers	19 Dec 2022-30 Jan 2023	The government has announced that local authorities outside of London and Wales can adopt moving traffic enforcement powers under Part 6 of the Traffic Management Act 2004, currently enforced by the Police. We intend to apply for these powers, as they will allow us to enforce moving traffic offences such as banned turns, waiting in yellow box junctions and breaching of some weight restrictions using traffic enforcement cameras. By implementing a fair but robust approach to moving traffic enforcement, we aim to encourage compliance to make our roads safer, reduce congestion and protect public assets and infrastructure. We are asking you to give your opinion on our plans to apply for these powers.
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BANK ACCOUNT-GENERAL

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2022	Biffa Waste Services Ltd	FP1	289.80		Purchase Ledger Payment
02/12/2022	Travis Perkins Trading Co Ltd	FP2	38.47		234-Touch screen gloves
09/12/2022	AJ Purnell	FP3	265.00		232-Provision of xmas disco
15/12/2022	Biffa Waste Services Ltd	FP4	896.04		Purchase Ledger Payment
15/12/2022	Safestore Ltd	DDR	348.15		Safestore Ltd unit hire
15/12/2022	Poppers Party Shop	FP	25.00		Xmas party
23/12/2022	Monsoon Marketing Ltd	FP5	320.62		272-Protectice clothing
23/12/2022	Safetykleen UK Limited	FP6	282.00		267-Engine oil
23/12/2022	Travis Perkins Trading Co Ltd	FP7	55.24		Purchase Ledger Payment
23/12/2022	Ernest Till (South West) & co	FP8	186.00		254-Relocate defib
23/12/2022	Ricoh UK Ltd	FP9	378.25		266-Copier charge Sept/Nov
23/12/2022	Microshade Business Consultant	FP10	68.40		264-Monthly fees
23/12/2022	Filton Voice Ltd	FP11	450.00		256-2 Pages December
23/12/2022	Everflow Ltd	FP12	44.13		253-Water Allotment 18Dec/17Ja
23/12/2022	DL I.T. Solutions Ltd	FP13	243.48		251-Agreement Monthly services
23/12/2022	DCK Accounting Solutions Ltd	FP14	448.93		269-Accounts support
23/12/2022	Chandlers (Farm Equipment) Ltd	FP15	26.94		249-Cover handle
23/12/2022	Earth Anchors Ltd	FP16	3,714.00		263-Sentinel bin anchored x 5
23/12/2022	Biffa Waste Services Ltd	FP17	723.89		248-Waste disposal
23/12/2022	Glasdon UK Limited	FP18	1,755.37		258-Plastic liner, lid & ext.
23/12/2022	Trusted Facilities Management	FP19	12,412.80		261-Supply pool AHU
23/12/2022	Futurform Limited	FP20	538.80		257-Memorial Seat
23/12/2022	Speller Metcalfe	FP21	43,550.26		243-Certificate no. 5A
23/12/2022	South Gloucestershire Council	FP22	1,035.00		245-Localism gas cut Oct-Dec22
23/12/2022	South Gloucestershire Council	FP23	1,376.40		246-Large mobility kissing gat
23/12/2022	Re Energize	FP24	1,444.00		265-Filton community festival
31/12/2022	Unity Bank	DDR	34.95		bank charges
Total Payments			70,951.92		

PRESENT: Cllrs: D Collins (Chair), Brian Mead (Vice Chair), Alan Bird, Dan Boardman, T Mewies, A Robinson, D.Harris, Esther Adjevivi, A Monk

ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer), R Goodwin -Re Energise

APOLOGIES: Cllrs: A Doyle, A Kenyon

NON-ATTENDANCE: M Chaudhry, C.Wood,

0349. APOLOGIES FOR ABSENCE: Apologies noted.

0350. DECLARATIONS OF INTEREST: None

0351. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0352. PRESENTATION FILTON FESTIVAL 2023 – Robert Goodwin Re-Energise

R Goodwin gave an update on the progress of Re Energise arranging Filton Festival 2023. It is progressing well with various stall, acts and facilities already booked. Filton Town Council need to liaise with AN regarding the PPL. The venue change to Millennium Green was positive but signage for parking and disabled parking needs clear signage needed for the event. There were still spaces for dance groups on the day. It was suggested to contact the North Bristol Colour Guard that FTC had previously given a grant.

Cllr T Mewies arrived 7.15pm

Cllr B Mead arrived 7.17pm

0353. SUBMISSIONS FROM PUBLIC: A member of the public asked for any comment on the precept decision. Discussion regarding the reasoning's took place.

0354. TO APPROVE MINUTES OF THE MEETING HELD 29th November 2022: The minutes were approved as accurate -

0355. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: There were none.

0356. FILTON BEAT TEAM UPDATE: Report was discussed, and it was agreed to ask the team to attend as often as possible and if the data given in the reports could be given a timeline. Could FTC ask the team to investigate the fly tipping with police tape around at Church View.

0357. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – Verbal update given after a short discussion it was agreed for the Town Clerk to invite a South Glos officer to a Council meeting to inform around the new traffic consultations.

CLLR C WOOD – no submission

0358. SUBMISSIONS FROM MEMBERS: Proposed by Cllr A Bird

1.“FTC request Steve Read Executive Member of South Glos Council to attend our next meeting to fully explain the delay in implementing the Article 4.
Voted FOR UNANIMOUS NEM-COM

2.FTC request South Glos Council revise the HMO SPD to include proposals previously submitted by FTC, to minimise the impact in delaying the implementation of Article 4.

Cllr Alan Bird to draft revised response and FTC office submit response.

Voted FOR 8 ABSTAIN 1

3.FTC request South Glos Council introduce a meaningful register of all rented properties within Filton, to enable the rental portfolio within Filton, to be better understood.

Voted FOR UNANIMOUS NEM-COM

0359. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) **Planning Schedule 16th January 2023** – Noted.

ii) **Full Council Finance 9th January Draft Minutes** – Noted

iii) **Leisure Centre update.** The Town Clerk gave an update on the successful start to the demolition. It was asked for The Clerk to invite AN to attend a meeting and update Council on the progress and finances of the project.

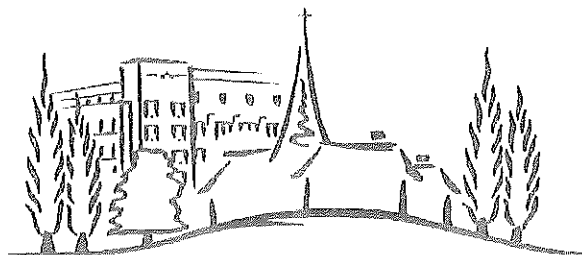
iv) **Community Assets:** It was suggested that The Plough Inn, A38, Filton was closing. FTC to investigate this. It was proposed and seconded for the Clerk to get The Plough Inn registered as a Community Asset.

v) **Ongoing Updates** - It was requested that the survey held regarding Filton Skate to be brought back to the next full council meeting for discussion.

0360. CONSULTATION SPREADSHEETS- Councillors to become familiar with ongoing consultations.

0361. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 8.42 pm.



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

22nd February 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Monday 27th February 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. Millennium Green Group - Lighting
6. To approve the minutes of Full Council 23rd January (*pages 1-2*)
7. Matters of report arising from the minutes not otherwise covered by the agenda.
8. Filton Beat Team (*pages 3-4*)
9. South Glos Councillor Reports
 - i) Cllr Adam Monk -No Submission
 - ii) Cllr Chris Wood – No Submission
10. Submissions from Members: - Proposed by Cllr A Bird "FTC to investigate the requirements that will allow it to grant council tax relief to residents of Filton".
11. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Leisure Centre Construction Update
 - ii) Kings Coronation Activities
 - iii) Finance Committee Minutes held 13th February 2023 (*pages 5-6*)

iv) Planning Committee held 21st February 2023 (pages 7-8)

v) Ongoing Updates (pages 9-11)

12. Consultation Spreadsheet (page 12)

13. Payments for information Month 10 (page 13)

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ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer), R Goodwin -Re Energise
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0360. CONSULTATION SPREADSHEETS- Councillors to become familiar with ongoing consultations.

0361. PAYMENTS FOR INFORMATION- Accepted

There being no further business the meeting closed at 8.42 pm.

Filton Beat Team Report

During the month of February there has been a reported 13 dwelling and non-dwelling burglaries.

This is an increase from 5 reported in the month of January.

Most of these are a spate of Non dwelling (Shed and garage burglaries). Extensive house to house and letter drops has been conducted in the areas affected. CCTV has been viewed, but no suspects have been identified at this stage.

We require the public to call suspicious incidents in at the time. We have had several reports of persons seen in rear lanes and back gardens, but these have been delayed calls or via other agencies. The sooner we receive the information, the greater opportunity we have to search the area.

There have been 7 reported vehicle crime offences during February. This is the same number as January.

One incident involved a motorbike stolen from Church view. The victim had a tracker fitted which provided a potential search location. An area search was conducted, and the stolen bike was recovered. CCTV enquires were conducted, but suspects were fully covered and unable to be identified.

The team will continue to carry out patrols in the area when time allows.

Anti-social behaviour reports have been sporadic across the area. We have not had a huge volume of calls regarding issues in Elm park and Millennium green, but this could be due to the weather. Also, the issues around Abbeywood decreased while McDonald's was being refurbished.

We were getting reports of problems around Shield retail park, but the PCSO's have been carrying out patrols in the area and have seen a reduction on issues.

We have been working with SGS college regarding the Anti-social behaviour and plan to carry out frequent visits to the college. It was highlighted to the college about the congregation of pupils around the brick wall at college way. The college decided to demolish this wall when the issues were pointed out to them.

Issues regarding parking have been recently noticed around 4th Avenue and 10th Avenue. Words of advice and education were provided. But if issues continue vehicles will be ticketed if obstructions persist.

The team have been involved in several community engagements. PCSO'S have completed frequent engagements with Charborough road school and will be looking to work with the other primary schools.

Recently a beat surgery has been set up at Filton Library, which was publicised through the social media pages. There are plans to carry out another beat surgery in March.

Regarding previous questions-

Fly tipping at rectory lane. This had been chased up by the PCSO'S who were told that the waste is on private land and down to the landowner to remove.

Regarding the lighting at Millennium green, I see it as a positive from a safety point of view. But other issues will need to be considered. Firstly, the effect of light pollution for the residents backing onto the park. Also, the potential for an increase in anti-social behaviour if the lights are in place. Would it lead to more persons hanging around and loitering in the area.

Residents in Kipling road have previously complained that the lighting in the rear lane has led to an increase in graffiti in the lane. Could this be a similar effect in Millennium?

I will speak to crime reduction officers to establish the best course of action.

Gareth Pretlove

PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, E Adejevi, D.Harris C Wood

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

APOLOGIES: Cllrs:- A Monk, B Mead

NON-ATTENDANCE: Cllr M Chaudhry

0440. APOLOGIES FOR ABSENCE: Apologies noted

0441. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0442. DECLARATIONS OF INTEREST: None

0443. PHIL AITKIN & SHAUN TASKER FROM ACTIVE NATION - CONSTRUCTION UPDATE

An update was given on the current progress of the regeneration of Filton Leisure Centre. Demolition details, delay explanations, financial implications, and timelines. The partnerships are all working well together after a challenging start. Questions were answered and it was agreed for a member of the AN team will attend a quarterly meeting to give updates to Council.

0444. TO APPROVE THE MINUTES OF THE MEETING HELD 10th JANUARY 2023.

The minutes were approved with an amendment that Cllr Bird had proposed the idea of the social fund. (The Town Clerk advised that this was not good practice to name individuals in minutes)

0445. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA:

0446. PUBLIC PARTICIPATION: Member of the public asked for an update on the resurfacing of Park Rd. The Clerk was able to confirm that the resurfacing works were now on the South Gloucestershire works schedule for April-July 2023.

0447. INCOME & EXPENDITURE REPORTS: It was queried as to where the items purchased using the Chairs Allowance had been coded as there is still 100% left in the accounts.

0448. BALANCE SHEET (Month 9): A query regarding the valuation price. Filton Town Council office to investigate how often it is valued and when is it due again?

0449. BANK RECONCILIATION (Month 9) – Noted

0450. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i) **Leisure Centre Construction Update:** Given in agenda item 4 it was also requested that the Town Council have an input on colour schemes and quality of ancillary items such as hair driers, hand driers and other fittings prior to the decorating phase.

ii) **Replacement Tractor requirement:** After discussion it was agreed more information was required for Council to consider purchasing a new tractor. Filton Grounds Team to supply more information to include:- sharing with other parish councils, purchasing second hand, bulk purchasing to include other heavy duty equipment and vehicle, justification on

preferred model and comparisons with other options and fitments. All fuel options to be explored.

iii) **Proposal from Cllr D Boardman “To book a nature guide on the coronation bank holiday, cost circa £495. As part of the FTC Coronation community activities”.** Was voted FOR 8 AGAINST 1 ABSTAIN motion carried.

It was proposed and seconded to add The Kings Coronation to Full Council agenda. Voted FOR 10 NEM-COM Motion carried.

0451. Payments for Information month 9 – Following queries the list was accepted.

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

SCHEDULE OF PLANNING APPLICATIONS 21.02.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3953	P23/00121/F	24 Giebelds Road Filton South Gloucestershire BS34 7AE Installation of hip to gable roof extension and 1 no. rear dormer to facilitate change of use from C4 small house of multiple occupancy (HMO) (Class C4) to 7 no. bedroom large HMO (Sui Generis) for up to seven people including vehicle parking, bin storage and cycle parking.	Wed 15 Feb 2023	Expires before meeting Councillors to comment as individuals
F.3954	P22/06890/F	55 Gloucester Road North Filton South Gloucestershire BS7 0SN Change of use of dwelling house (Class C3) to shared supported living facility (Class C2) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), erection of steps to access basement, formation of parking area with access, and associated works.	Fri 24 Feb 2023	ALREADY COMMENTED NO FURTHER COMMENTS TO ADD
F.3955	P22/06836/F	Land Adjacent To 19 Branksome Drive Filton South Gloucestershire BS34 7EG Erection of a two storey side extension to form 2 no. flats with associated works.	Tue 28 Feb 2023	OBJECTION Proposed outside amenities space is insufficient. Loss of rear access Loss of original build amenities Loss of biodiversity due to adding further parking spaces
F.3956	P23/00509/CLE	11 Sixth Avenue Filton South Gloucestershire BS7 0LT Continued use as small House in Multiple Occupation (HMO) for 4 tenants (Class C4).	Thu 02 Mar 2023	OBJECTION No evidence supplied to prove previous use as Class 4 dwelling
F.3957	P23/00468/F	55 Northville Road Filton South Gloucestershire BS7 0RQ Erection of a single storey rear extension and installation of 1no. rear dormer.	Fri 03 Mar 2023	APPLICATION NOTED

SCHEDULE OF PLANNING APPLICATIONS 21.02.2023

F.3958	P23/00562/HH	1 Pine Grove Filton South Gloucestershire BS7 0SL Conversion of existing garage to form annexe ancillary to main dwelling.	Mon 06 Mar 2023	OBJECTION The annex shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 1 Pine Grove, Filton. Plans submitted with this application must be kept and not altered in the future. Over Development Not In keeping with the neighbouring houses. Concerns over access and highways as the works be carried out at the Wessex reserves redevelopment on the same single carriageway road.
F.5959	P23/00585/CLP	48 Mackie Grove Filton South Gloucestershire BS34 7NF Change of use from C3a dwellinghouse to small house in multiple occupation for up to 6 people (C4) to include erection of a hip-to-gable and rear roof extension, single storey side extension, demolition of existing front porch.	Tue 07 Mar 2023	OBJECTION Clause to be added that to restrict any future planning of increasing from 6 bed.
F.5960	P23/00606/F	48 Mackie Grove Filton South Gloucestershire BS34 7NF Change of use from a dwellinghouse (C3) to a large house in multiple occupation for up to 8 people (sui generis), including the erection of a hip- to-gable and rear dormer roof extension and a single-storey side extension.	Tue 07 Mar 2023	OBJECTION Overdevelopment Not in keeping with neighbouring properties. Loss of bio diversity FTC would request that a green roof be used. Concerns raised regarding increased road users on a cul-de-sac.
F.5961	P23/00558/HH	696 Southmead Road Filton South Gloucestershire BS34 7QT Erection of single storey rear extension to form additional living accommodation. Erection of detached incidental outbuilding.	Tue 07 Mar 2023	OBJECTION The extension shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as 696 Southmead Road. Loss of biodiversity FTC would request that a green roof be used on at least the extension roof. (Preferably both builds)
F5962	P23/00615/HH	26 Braemar Crescent Filton South Gloucestershire BS7 0TD Erection of two storey front and side and single storey rear extension to form additional living accommodation (amendment to previously approved scheme P20/18886/F).	Thu 09 Mar 2023	COMMENT Rear access has been restricted. Opportunity to encourage biodiversity and used green roof on the build.

Motions 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
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.
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	SHE7 now temporarily booked until March 2023.
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

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?		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
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 13.2.2023 This motion is to be brought back to FTC Full Council to progress on the results.
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 February 2023

Consultation	Consultation Period	Summary
FILTON - VARIOUS ROADS, NORTHERN SECTION - Prohibition and Restriction of Waiting - STATUTORY NOTICE	15 Feb 2023 - 11 Mar 2023	The Council proposes to make an order that will:- a) prohibit vehicles waiting at any time (double yellow lines) in lengths of Blenheim Drive, Boverton Road, Branksome Crescent, Branksome Drive, Bridgman Grove, Bude Road, Canberra Grove, Charles Road, Conygre Road, Conygre Grove, Conygre Road, Cul-de-Sac off Filton Avenue, Filton Avenue, Glebelands Road, Holmdale Road, Lower House Crescent, Mayville Avenue, Meadowsweet Avenue, Rectory Lane, Rodney Crescent, Sandown Road, Station Road, The Mead, Ventnor Road, Wades Road, Warren Road and Whittle Close, Stoke Gifford; b) prohibit vehicles waiting during specified days and times (single yellow lines) in lengths of Blenheim Drive, Boverton Road, Conygre Road, Filton Avenue, Meadowsweet Avenue and Rodney Crescent, Stoke Gifford; c) restrict vehicles waiting during specified days and times (limited waiting bays) in lengths of Blenheim Drive, Conygre Road and Rectory Lane, Stoke Gifford; d) vary further the South Gloucestershire Council (Southern Brooks Area) (Prohibition and Restriction of Waiting) (Consolidation) Order 2012, as varied, in so far as it relates to the lengths of road specified in item a) to item c) above, the provisions of which will be brought forward into the new order; and e) revoke the South Gloucestershire Council (Blenheim Drive and Conygre Road area, Filton) (Prohibition of Waiting) Order 2018, the provisions of which will be brought forward into the new order.
YTL Arena Bristol parking and travel information sharing	23 Jan 2023-6 Mar 2023	The development of the new YTL Arena Bristol, alongside the re-development of the former Filton airfield, will really put our area on the map, creating new jobs and bringing forward building of much needed new homes on this brownfield site. This is an exciting new development for the area, but as with any facility of this scale, there will be an impact on transport and potentially on parking in areas around the arena. With the arena expected to open its doors in a few years' time, we have started planning for what impact this will have and how this might be managed, so everyone can enjoy this new facility. We therefore want to understand from you how and when you currently travel in the area and what parking requirements you have. As part of their planning permissions for the new arena and wider airfield development, the developers committed to helping to mitigate the impact of increased traffic movements in the area. This included: - Providing an on-site car park - Funding for improved public transport - A park and ride and a shuttle bus service - Funding for improved walking and cycling routes - Funding for consultation and implementation of arena parking management measures. - Share your views We want to hear from anyone living in the area surrounding the arena site. Please tell us what you think by clicking on the button link immediately below to complete the short online survey.

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2023	Avon Local Councils' Associati	FP1	14.00		274-MH Training
16/01/2023	Biffa Waste Services Ltd	FP2	380.76		275-Trade refuse
16/01/2023	Chandlers (Farm Equipment) Ltd	FP3	557.88		276-Kubota L3830 repairs
16/01/2023	DCK Accounting Solutions Ltd	FP4	1,264.80		282-Accounts Nov 22
16/01/2023	DL I.T. Solutions Ltd	FP5	146.77		277-Office 365
16/01/2023	Filton Voice Ltd	FP6	300.00		278-Filton Voice January
16/01/2023	Microshade Business Consultant	FP7	68.40		279-Citrix fees
16/01/2023	Monsoon Marketing Ltd	FP8	148.39		Purchase Ledger Payment
16/01/2023	Nurturing Skills Ltd	FP9	2,940.00		284-Works on AHU 1
16/01/2023	Re Energize	FP10	1,444.00		280-Festival Management 2023
16/01/2023	Lesley Reuban	FP11	97.95		286-Childrens Xmas party
16/01/2023	Society of Local Council Clerk	FP12	403.00		297-LR SLCC Sunscription
16/01/2023	South Gloucestershire Council	FP13	61.62		281-Payroll fees Oct - Dec 22
16/01/2023	Speller Metcalfe	FP14	176,533.47		294-L/Centre Valuation 6
16/01/2023	Trusted Facilities Management	FP15	138,355.88		285-L/Centre Redevelopment
16/01/2023	YZDesigns	FP16	480.00		283-Website hosting to 12.2.24
16/01/2023	Biffa Waste Services Ltd	FP2	-380.76		Purchase Ledger Payment
16/01/2023	Biffa Waste Services Ltd	FP3	725.06		Purchase Ledger Payment
19/01/2023	Safestore Ltd	DDR	257.44		Safestore Ltd storage unit
23/01/2023	Public Works Loan Board	DDR	15,005.78		296-PWLB Loan Cap 532982
Total Payments			<u>338,804.44</u>		

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

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

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

NON-ATTENDANCE: A Kenyon

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

0362. APOLOGIES FOR ABSENCE: Apologies noted.

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

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

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

ACTION FTC Office

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

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

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

ACTION FTC Office

0369. FILTON BEAT TEAM UPDATE: Report was noted.

0370. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – No Submission

CLLR C WOOD – No submission

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

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

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

ACTION FTC Office

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

ACTION FTC Office

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

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

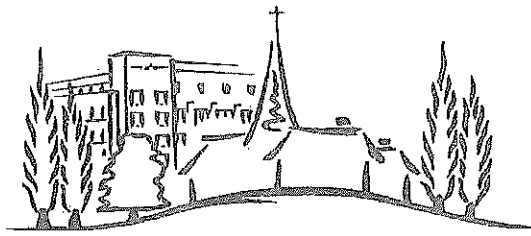
ACTION FTC Office

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

ACTION FTC Office

0374. PAYMENTS FOR INFORMATION- Accepted

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



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

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

Tel/Fax : 01454 803 918

18th May 2023

Dear Member

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

Yours sincerely

L.A.Reuben
Town Clerk.

AGENDA

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

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

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

20. Active Nation Leisure Contract Management Fee

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

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

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

Select for Local Councils Policy Schedule

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

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

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

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

Policy Cover Declaration:

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

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

Important information

Taking reasonable care

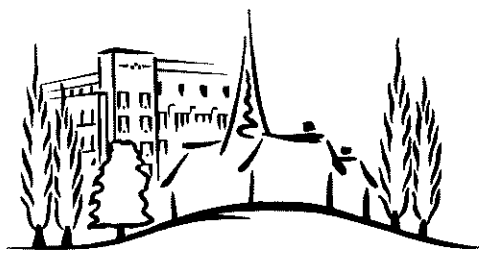
We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

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

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

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

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



FILTON TOWN COUNCIL

Debt Recovery Policy approved at the Annual Meeting May 2023

OBJECTIVE:

1.1 The objective of the debt recovery policy is:

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

1.2 The aims of the policy are to:

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

SCOPE:

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

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

CONTEXT:

- 3.1 The Council has a duty to recover all sums due efficiently and effectively. This policy ensures that collection methods are fair to all debtors, especially those on low incomes.
- 3.2 The Council recognises that people and organisations do not pay their debts for a variety of reasons.
- 3.3 Some people, because of living in or on the margin of poverty, will have difficulty in paying. Some organisations may experience temporary hardship due to the local or national economic climate or cash flow problems. The Council will endeavour to help by providing choices for repayment and support on onward referral where appropriate.
- 3.4. Some people or organisations may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.
- 3.5 Some people or organisations may be able to pay but do not pay because of an oversight or personal difficulties which is not a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by providing a number of ways in which payment can be made including, card payments over the telephone, and the establishment of direct debit or standing order payments.

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

DETERMINING LIABILITY:

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

MAKING PAYMENTS:

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

DEBT COLLECTION:

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

Initial 'overdue payment' reminder

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

First 'overdue payment' letter

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

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

- 6.8 The date of the initial reminder should be recorded.

Second 'overdue payment' letter

- 6.9 A second reminder letter will be issued 2 weeks after the First Reminder Letter.
- 7.0 The date of the initial reminder should be recorded.

Failure to respond to reminders / settle a debt

- 7.1 If after 2 reminders, a response or payment is not received, a letter will be sent to the debtor advising them that the matter will be taken further to the small claims court. At the discretion of the Council the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.
- 7.2 This decision and its basis will be recorded and reported to the Management Committee held once a week.

Negotiation of repayment terms

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

However, if people are unable to pay;

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

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

- 7.4 If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Council.
- 7.5 A record of all such agreements entered into will be retained.
- 7.6 In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.
- 7.7 The settlement period should be the shortest that is judged reasonable.

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

POLICY REVIEW:

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

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

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

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

NON-ATTENDANCE: N/A

0452. APOLOGIES FOR ABSENCE: Apologies noted

0453. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0454. DECLARATIONS OF INTEREST: None

0455. TO APPROVE THE MINUTES OF THE MEETING HELD 13th FEBRUARY 2023.
The minutes were approved as an accurate record.

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

0457. PUBLIC PARTICIPATION: No Submission

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

ACTION- FILTON TOWN COUNCIL OFFICE

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

ACTION-FILTON TOWN COUNCIL OFFICE

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

ACTION-FILTON TOWN COUNCIL OFFICE

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

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

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

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

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

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

ACTION-FILTON TOWN COUNCIL OFFICE

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

ACTION-FILTON TOWN COUNCIL OFFICE

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

0462. Payments for Information month 10– Accepted.

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

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

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

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

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

SCHEDULE OF PLANNING APPLICATIONS 21.03.2023

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

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

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

PRESENT: Cllrs: D Collins, B Mead, A Kenyon, D Harris, J Baverstock, J Molloy, A Bird, Esther Adjievi D Boardman, A Doyle

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

APOLOGIES: A Monk, T Mewies, A Robinson

NON-ATTENDANCE: N/A

0286. ELECTION OF CHAIR: Cllr Tom Mewies was proposed and seconded as Chair of Filton Town Council. It was voted 6 FOR 0 AGAINST 2 ABTSAIN. Cllr Tom Mewies was announced as Chair of Filton Town Council.

0287. ELECTION OF VICE CHAIR: Cllr Brian Mead was proposed and seconded as Vice Chair of Filton Town Council. It was voted unanimously **FOR NEM-COM**

0288. APOLOGIES FOR ABSENCE: Apologies noted

0289. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0290. DECLARATIONS OF INTEREST: Cllr Boardman declared an interest agenda item 17.iii.b. He is a neighbour of the application in question.

0291. SUBMISSIONS FROM PUBLIC:

i)Resident has concerns of the working of the new accessible gate son Millennium Green. Filton Town Council to check locks and try and find a resolution.

ii)Resident raised concerns regarding a planning application at Filton Centre Garage. She gave an overview of her concerns, and it was agreed to discussed at agenda item 17.iii.b.

CLLR A DOYLE ARRIVED 7.45PM

0292. TO APPROVE MINUTES OF THE MEETING HELD 27th February 2023: The minutes were approved an accurate.

0293. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported.

0294. TO APPROVE AND ADOPT :-

Standing Orders: The Standing Orders were approved unanimously.

Financial Regulations: The Financial Regulations were approved unanimously.

0295. TO CONFIRM ELIGILIBILITY OF GENERAL POWER OF COMPETENCE.
Confirmed and voted unanimously FOR NEM-COM

0296. DEBT RECOVER POLICY: The Policy was approved unanimously.

0297: CONFIRMATION OF INSURANCE ARRANGEMENTS: The document was noted.

0298. REVIEW OF COMPLAINTS PROCEDURE: The document was noted.

0299. SUBMISSIONS FROM MEMBERS:

i)Appointment of committee members and outside bodies: - Deferred until next meeting except planning committee. The following volunteered to be on the planning committee Cllrs A Robinson, D Boardman, D Collins, D Harris, J Baverstock and A Bird. It was

proposed and seconded to have a committee of 6 members. The Motion was voted FOR unanimously – NEM-COM

ii) Representatives on outside bodies; Discussed and councillors agreed the list and their roles. To defer until the next meeting

0300. ANY OTHER BUSINESS THE CHAIR DECIDES IS URGENT. None

0301 REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Finance Committee Minutes 13th March 2023 - Noted

ii) Risk Assessments Defer until next meeting

iii) a) Planning Schedule 21st March 2023

b) Planning application PT23/01258/O Filton Central Garage. After a short discussion it was agreed that the planning committee would meeting with residents representatives urgently 25th May 2023 at 2.30pm.

iv) Annual Report 2023 – Noted but attendance to be checked.

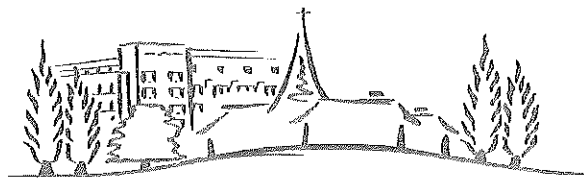
0302. Reports from other Organisations: None

0303. Consultation Spreadsheets-. None

There being no further business the meeting closed to the public and closed session commenced.

0304. ACTIVE NATION LEISURE CENTRE CONTRACT MANAGEMENT FEE.

The Clerk updated Council on the proposals from AN regarding the outstanding fees. Further updates will be available in the next few weeks. I was requested that AN attend meeting on a regular basis and answer queries themselves that Councillors may have.



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

20th June 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 27th June 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the Annual Meeting held 23rd May 2023. *(pages 1-2)*
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. **End of Year Statutory requirements**
 - i) To agree the Annual Governance Statement *(page 6)*
 - ii) To approve the Annual Return & accounting statements (AGAR) 2023 and accept the Internal Audit Report *(page 5)* therein. *(page 7)*
 - iii) To agree the notice of Public Rights and record where this is to be advertised. *(pages 9-11)*
8. Filton Beat Team update *(page 12)*
9. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk *(pages 13-14)*
10. Submissions from Members:- Notices of Motion
 - i) Proposed by Cllr Monk, Seconded Cllr Doyle
"That this council contact the 3 local schools to offer a grant of £ 1,000.00 funded from the grants budget to create schemes to encourage people to walk to school".
 - ii) Proposed by Cllr Mead, seconded Cllr Doyle

"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"

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

- i) Leisure Centre Construction Update (pages 15-17)*
- ii) Draft Finance Committee Minutes held 13th June 2023 (pages 18-19)*
- iii) Risk Assessments 2023*
- iv) Planning Committee held 20th June 2023 (pages 20-22)*
- v) Ongoing Updates (pages 23-24)*
- vi) Representatives on outside bodies (page 25)*

12. Consultation Spreadsheet – No Current Consultations

13. Payments for information (page 26)

PART 2 Closed session PRESS AND PUBLIC TO BE EXCLUDED (Move to beginning of meeting if accountant in attendance)

14. Update on Active Nation management fee proposal (commercially sensitive) (pages 27-28)

PRESENT: Cllrs: D Collins, B Mead, A Kenyon, D Harris, J Baverstock, J Molloy, A Bird, Esther Adjievi D Boardman, A Doyle

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

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Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 2023 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 2022/23

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	☐	☐	☒
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.	☐	☐	☒
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☒	☐	☐
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	☒	☐	☐
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	☐	☐	☒

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

Date(s) internal audit undertaken

13/03/2023 14/03/2023 21/06/2023

Name of person who carried out the internal audit

Kerry Woodey

Signature of person who carried out the internal audit



Date 22/06/2023

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

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

Section 1 – Annual Governance Statement 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	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:

10/06/2023

and recorded as minute reference:

AG/2023/000000

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

Chairman

10/06/2023

Clerk

10/06/2023

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. Ruben

Date 04/06/2023

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

10/06/2023

as recorded in minute reference:

MINUTE 10/06/2023

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

10/06/2023

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. (*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 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE

Date

DATE

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

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**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 27TH JUNE 2023 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 2023, 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>Monday 3rd July 2023</u> and ending on (d) <u>Friday 11th August 2023</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 Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk	(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 Chair 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. (e) Insert name and position of person placing the notice – this person must be the Chair of the parish meeting

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including parish meetings where there is no parish council.

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 3-14 July 2023 for 2022-23 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 <u>Local authority accounts: A guide to your rights</u> 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 <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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Beat Team Report

Levels of crime have decreased each month since March. In March 2023 there was 134 reported incidents. This has reduced each month to 102 reported incidents in April, 94 reported incidents in May and currently 70 reported incidents in June.

Burglary offences have reduced since last month. There have been 3 recorded incidents compared to 6 the previous month and a reduction of a high of 15 in February.

Vehicle crime has also reduced with 2 reported incidents compared to 8 reported incidents last month. This again is down from a high of 12 incidents in March.

Theft offences have remained around the same every month. There has been an increase from 10 to 18 reported incidents from last month. But this is still lower than the recorded incidents at the start of the year. Some of the theft offences are theft of pedal cycle. The team have carried out bike marking events at MBDA and are planning more over the coming months.

There have been sporadic reports of anti-social behaviour in the area. Several reports to usual locations of Elm Park and Millennium green. The team have regularly patrolled these areas to provide visible presence and deal with any issues if they arise.

We have had an increase in reports of anti-social behaviour at the golf course. We have meet with the staff and have increased patrols in the area.

We have entered the high demand period of the summer months. Officers are currently being extracted to assist with the response teams and other events such as Glastonbury and St Pauls carnival.

Filton Town Council Report

Councillors: Adam Monk & Alex Doyle

Contact: Adam.Monk@southglos.gov.uk Alex.doyle@southglos.gov.uk

Date: May - Jun-2023

South Glos Updates

- Adam Monk has been appointed as cabinet member for Corporate Resources, covering Finance, HR, IT, Legal, Property and paid services.
- Alex has been appointed the Labour Lead on Climate and Nature emergency and sits on Scrutiny as well as Audit & Accounts Committees.
- SGC cabinet has voted on the next stage of the waste collection contract currently planned for renewal.
 - This will be to go out to consultation as there is a budget shortfall which has to be addressed and the consultation will ask for people's preferred options for collection and how additional funds will be raised.
 - Local concerns and dissatisfaction around kerbside collection methods and litter generated have been raised by both Alex & Adam with both Officers and Cabinet member
- Alex and Adam have started discussions with officers & members on how planning policy could be updated to reduce impacts of new developments on local residents

Local Filton Updates

- 4 Towns Transport highlighted the need for somewhere to park their buses where there has been a delay in getting agreement on a lease for space in Horizon 38. Adam has followed up with the relevant members and officers. This should be sorted shortly.
- Looking to engage the beat team to highlight local areas of concern to be included in beat team patrols
- Proposal to FTC to support schools in increasing the number greener and healthier transport method for children to get to school
- Charborough Rd Site. Planning application will be submitted in the near future for 34 houses on the land surrounding the school.

Planning Updates

- Engaged officers about encouraging communication between residents and developers and escalated to relevant members for future changes when informed this was currently not within officer's current remit
- Site Inspection - P23/00977/HH - 798 Filton Avenue, Filton
 - Councillors highlighted that

- multiple concurrent developments have carried out traffic surveys to satisfy parking requirements without accounting for the impact of the other in progress developments
- By splitting the development in two there was a risk of creating an HMO without appropriate scrutiny

Local Issues Raised

- *Placement & impact of EV spaces within Filton*
We have requested to review and have suggested a number of suitable sites.
- *Illegal Parking on double yellow lines & blocking junction visibility*
- *School Commuters disrupting local residents*
We have made a proposal to Filton town Council to help fund schemes to reduce the number of parents driving to school. We have also requested the Filton Beat Team when available have a presence at the school. We have also requested Traffic Enforcement officers attend schools at drop off & pick up.
- *Removal of Green waste litter*
Removed
- *Removal of Fly tipping*
Removed.
- *Planning Concerns*

Relevant Open Consultations

N/A

Scope

- Delays based on planning acceptance.
- Full works were instructed 17th Nov 22, pre full planning received late Dec 22.
- End date 15th January 2024.

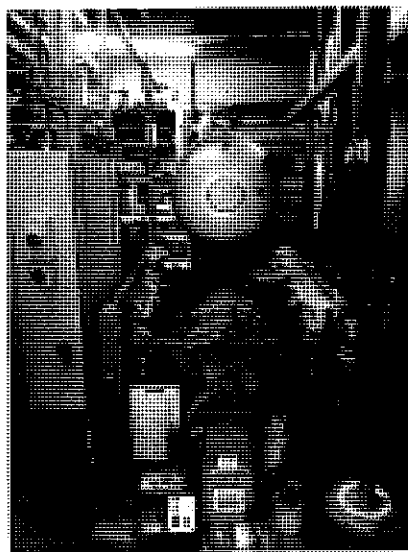
The works are progressing very well and elements of issue associated to the new boilers have been solved with both pools now open (only outstanding is poolside showers awaiting parts for completion this week). Work to make good the plant room as seen in the picture below with the old boiler being removed, for further works on the plant room and water treatment due to historical failures.

Works up to the end of June

- Plant Deck to Roof completed
- Roof works
- Internal scaffolding installation
- Cladding panels
- Internal Blockwork
- Flue works through roof
- Fire paint to steels completion

Work ongoing within July

- Internal Scaffolding works
- External Scaffolding works
- Cladding and Roofing works
- Internal Partitions [1st Fix]
- Knock through works into existing building [TBC]
- Containment [M&E]
- Minor steel works – Window supports
- Plant room strip out works
- Temp power update – Internal build



Design and review of internals of the venue is ongoing at pace, from the gym to café/reception and soft-play to offices and associated infrastructure. The full package of plans can be shown once some further clarity has been found.

Works to date

1. DEMO stage 1.
2. Drainage (attenuation tank installation) complete 8th March 2023.
3. Carpark and levelling and kerbs completed 10th March see Pictures 1 and 2
4. Carpark surface base level 13th / 14th March
5. Carpark markings and layout design and route system 16th / 17th March.
6. Carpark to reopen to general use and temp carpark to be closed 18th March
7. Footing for structure now in place and steel framework footing placed 10th March
8. April works
 1. Steel framework as seen in the pictures of progress.
 2. AHU plant room 1 removal for new boiler installation in May.
 3. Planning for new LV supply route ongoing.
 4. Planning for new broadband connection (fibre) 13th April survey.
9. May works
 1. Works underway of the 3 150kw boilers to replace the problematic and aging boiler. Change over date pencilled in for the 9th June.
 2. Installed precast concrete staircase's.
 3. Install precast concrete floor units.
 4. Reinstall roof bracings and trimmers.
 5. Field dig with EXO survey ongoing for new LV cable installation.
 6. Equipment fit out for internal design meetings held and planning has started.

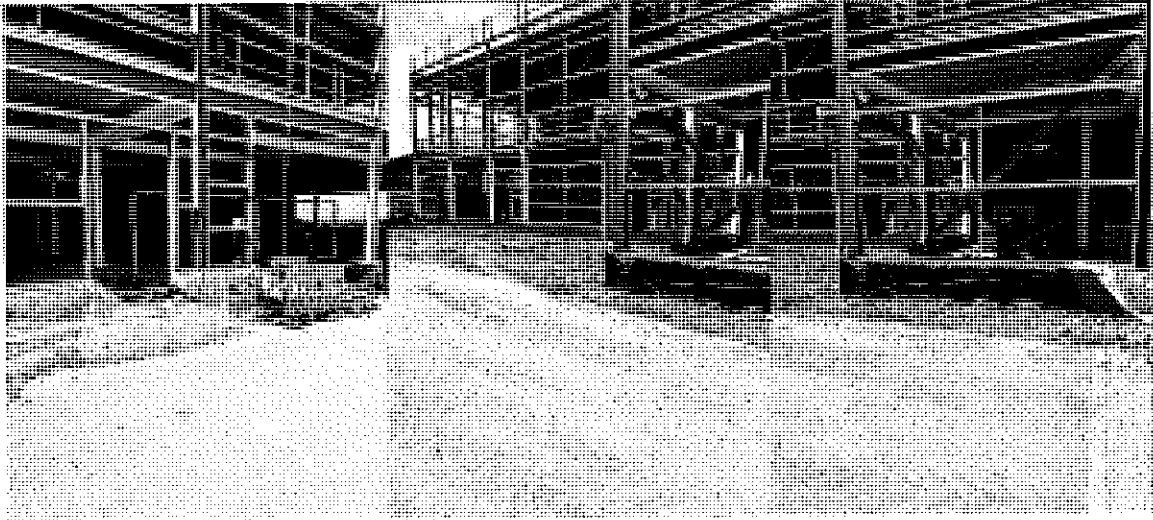
Financial Statement

Full June and updated statement will be ready for circulation by the end of week, however no further NOCs have been raised and the risk level has been dropped by SMML as mentioned in previous correspondence as the majority of works are now above ground.

Works Planning

- 1) Base foundations – March.
- 2) Sub structure – March / April.
- 3) Sub structure frame – April /May.
- 4) Roof envelope – May/June.
- 5) Building water tight – July.
- 6) Power and Heat - September.
- 7) Decoration final finish - September.
 - a) Internal paint coverage will be white.
 - b) Reception area branding of FTC in partnership with Active Nation on new venue could be something associated with the opening ceremony in Jan 24
- 8) Client and witness build - Oct.
 - a) Venue occupancy planning and equipment installation.
 - b) Meeting for equipment soft play café and gym ongoing.
- 9) Hand over - Oct/Nov.
 - a) 1 week window to mobilise to new venue.
- 10) Phase 2 demo - Nov.
- 11) Phase 2 demo - Nov.
- 12) Project complete; Opening - 15th Jan 2024.

Gallery



PRESENT: Cllrs: A Doyle (Chair), T Mewies, A Bird, D Boardman, D Collins, A Kenyon, A Robinson, Cllr M Chaudhry, B Mead E Adejevi, D.Harris,
ALSO, PRESENT: Carla Westcott (TCSO),
APOLOGIES: Cllrs:- A Monk
NON-ATTENDANCE: N/A

0463. ELECTION OF CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE

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

0464. ELECTION OF VICE CHAIR AND DECLARATION OF ACCEPTANCE OF OFFICE. Cllr Mewies was proposed and seconded, Cllr Boardman was proposed and seconded. It was voted 7 FOR Cllr Mewies and 3 FOR Cllr Boardman. Cllr Mewies to remain as Vice Chair.

0465. APOLOGIES FOR ABSENCE: Apologies noted

0466. DECLARATIONS OF INTEREST: None

0467. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures

0468. END OF YEAR ACCOUNTS PRESENTED BY DCK ACCOUNTING SOLUTIONS.

Apologies had been sent by accountants but they confirmed and queries would answered promptly.

End of Year Financial Statements 2023 were accepted subject to written queries being submitted.

Council requested that we reinvite them Accounting Solutions to the next meeting.

0469. Grant Applications.

All applicants presented and answered questions from Council. It was proposed and seconded to increase the budget for these grant to £20,000 from this meeting date. Voted

UNANIMOUSLY FOR NEM-COM

i) Incredible Kids – Jai Breitner **Granted full amount**

ii) Filton Brass Band – Andy Jackson. **Grant declined with feedback needing to be inclusive of Filton residents**

iii) Scouts- John Cahill . **Granted full amount**

iv) Filton District Social Club. **Granted full amount**

0468. TO APPROVE THE MINUTES OF THE MEETING HELD 13th March 2023.

The minutes were approved as an accurate record.

0456. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHER INCLUDED ON THE AGENDA: Council updated on queries from the last minutes.

code 4001 £85.00 in salaries,- This is for three members of staff who were paid small amounts in May 22.

code 4061 LC Management fee, - These are Leisure Centre Management fees paid to Active Nation

code 4080 localism charge, - This is grass cutting paid to South Glos Council for 2022/23.

code 302 Filton Festival should have more than £10,000. – The expenditure for Filton Festival has been coded to 110 (Prepayments) as it is for the Festival in July 23, so will be allocated as expenditure in 2023/2024. Total spent to date £7,220.

Council would like to know the exact cost of the Tractor.

0457. PUBLIC PARTICIPATION: A resident asked for there to be regular updates and councillor communications regarding the planning application on Filton Central Garage.
A resident raised concerns over the accessibility of the radar key gates. Filton Town Council to investigate this.

0458. INCOME & EXPENDITURE REPORTS: Query regarding 901 Income. Report noted
ACTION FTC Office

0459. BALANCE SHEET (Month 11): Report noted

0460. BANK RECONCILIATION (Month 11) – Report noted

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

- i) Staffing Committee Membership (5).** Cllrs Collins, Mead, Doyle, Mewies, Baverstock all volunteered to be members with Cllr Robinson being a stand in if needed.
- ii) Leisure Centre Construction Update:** Cllr Boardman gave a construction update.
- iii) Skate Park consultation:** The office has met with original developer and now have a list of possible suggestions to develop the site. It was proposed and seconded to defer until next meeting. Vote UNANIMOUSLY FOR. NEM-COM.

ACTION FTC Office

iv) Community Assets. The list was discussed, and Councillors were given the chance to take on assets to follow up and complete the relevant work needed

v) Schedule of fees. After discussion the fees were accepted with confirmation that the clerk is still looking at lease issues it. It was agreed for the fees to be discussed prior to budget setting.

vi) Four Town Transport letter of support- It was suggested that Filton Town Council show support to Four Towns Transport and their lack of a permanent base and agreed to get involved and assist with the matter. Cllr Doyle to liaise with Filton Town Council office.

ACTION FTC Office

vii) Motion proposed 'FTC to get a low-cost device for councillors to access emails and any virtual meetings'. It was discussed and VOTED UNANIMOUSLY FOR NEM COM.

ACTION FTC Office

viii) Motion proposed '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'. It was discussed and VOTED 10 FOR 2 GAINST Motion carried and taken to next staffing agenda.

ACTION FTC Office

ix) Motion proposed 'FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'. It was discussed and VOTED UNANIMOUSLY FOR NEM COM.

Action FTC Office

0462. Payments for Information month 11– Accepted.

There being no further business, the Chair closed the meeting at 9.07 pm.

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3991	P23/01672/F	30 Warren Road Filton South Gloucestershire B534 7EJ Change of use from small house of multiple occupancy (HMO) (Class C4) to a 7 bedroom large HMO for up to 7 people (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Thu 15 Jun 2023	Expired
F.3992	P23/01743/F	Land Adjacent 24 Fifth Avenue Filton South Gloucestershire B57 0LP Erection of 1 no. detached dwelling with associated works.	Thu 22 Jun 2023	OBJECTION Loss of green space – garden of 24 turned to parking – this parking to be permeable paving Offset mandating green roof addition to existing garage on new plot Grey roof tiles not in keeping with local area – predominantly red tiles Ridge line is perpendicular to the remainder of the street – allows for lower ridge line but reduces suitability for future solar addition as this would be overshadowed by the existing property at 24

F.3993	P23/01749/F	Land At Flat 1 78 Northville Road Filton South Gloucestershire BS7 0RL Erection of detached 1 no. bedroom bungalow with new access and associated works	Fri 23 Jun 2023	OBJECTION Overdevelopment - Over 50% of the property developed Removal of garden space from existing flats 3 & 4 - PSP43 June 2016 at least 5m2 req'd for 1 bed flat Parking area - unsafe access to new parking for existing flats - directly onto a t-junction Loss of green space turned to parking at the front of the property No indication of permeable paving for parking - increase of run-off and flood risk The mandated parking and cycle storage (4No.) from previous application PT05/1772/F condition 8 - is no longer shown on the plans - and does not look to be currently present on publicly available aerial imagery Nor is the bin storage to the rear of the property (condition 4) No indication of water butt on guttering downpipes to collect rainwater To offset the loss of green space and to improve biodiversity an intensive green roof on the new development is recommended (lower roof pitch likely required) Existing flats will now fail the 7 metre rule (Householder design guide SPD 2021)
F.3994	P23/01736/CLP	54 Mackie Grove Filton South Gloucestershire BS34 7NF Change of use from dwellinghouse (Class C3) to small house in multiple occupation (Class C4) and the erection of a single-storey rear extension with fenestration alterations.	Mon 26 Jun 2023	OBJECTION No Parking plan - no evidence of sufficient parking capacity for 3 vehicles as per Residential parking SPD 2013 Loss of biodiversity - recommend that new build roofs are intensive green roofs
F.3995	P23/01741/F	Abbey Wood Retail Park Station Road Filton South Gloucestershire Operational development and the erection of an enclosure to form an external garden centre. Relocation of staff car and cycle parking areas.	Mon 26 Jun 2023	COMMENT Risk of conflict between HGV deliveries and vulnerable pedestrians exiting vehicles and cyclists
F.3996	P23/01799/CLE	86 Northville Road Filton South Gloucestershire BS7 0RL Continued use of 86 Northville Road as a small HMO - Use Class C4.	Thu 29 Jun 2023	NOTED BY FILTON TOWN COUNCIL

F.3997	P23/01822/RVC	Plots B1-B5 Horizon 38 Bullfinch Close Patchway South Gloucestershire BS34 6FG Variation of conditions 2 (approved drawings); 4 (drainage); 5 (Travel Plan); 6 (Ecological Mitigation) and 10 (Planting Plan) attached to permission P22/05000/F. Erection of 8no. units for industrial processes, general industry and storage and distribution (Use Classes E(g)(iii), B2 and B8) with associated parking, access, landscaping, drainage and associated works.	Mon 03 Jul 2023	OBJECTION Reduction in proposed biodiversity is not acceptable from previous drawings Permeable paving of parking spaces is recommended to mitigate some infiltration losses Opportunity to install intensive green roofing on the flat roof sections to counteract the loss from the development
	P23/00977/HH	798 Filton Avenue Filton South Gloucestershire BS34 7HB Erection of annexe ancillary to the main dwelling.	Development Management Committee on the 22nd June 2023 at 11.00am.	
	P23/01860/CLP	6 Mackie Avenue Filton South Gloucestershire BS34 7ND Erection of hip to gable roof extension and rear dormer to facilitate loft conversion. Conversion of existing garage with replacement of garage door with a window to provide additional living accommodation. Change of use from C3 dwellinghouse to HMO (3-6 people) C4.	Fri 07 Jul 2023	OBJECTION Insufficient parking facilities for C4 use.

Motions June 2023

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
Jennings Garden (land behind Bulldog)		27.02.2022	Keep motion of current work as ongoing motion Soil distribution and waste issues		
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
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.
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
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 .
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 Council 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
FTC to get a low-cost device for councillors to access emails and any virtual meetings'	Cllr Alex Doyle	13.6.2023	FTC to investigate electronic devices for Cllrs		FTC have sent requests and are awaiting prices
'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
FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'.	Cllr Alex Doyle	13.6.2023	FTC to investigate costs		

Representatives on Outside Bodies 2022-23

ALCA – South Glos Group	Darryl Collins
Communities against Hate Crime	Town Clerk, Darryl Collins
Concorde Community Engagement Forum	Darryl Collins, Alex Doyle and Andy Robinson
Filton Community Assoc Council	Alex Doyle, Andy Robinson & Adam Monk
Filton Sure Start Management Committee	Adam Monk and Town Clerk
Four Towns and Vale Link	Anne Kenyon and Darryl Collins
N Bristol Advice Centre	Darryl Collins
North Fringe Parishes Forum	Darryl Collins and Lesley Reuben
Parish Tree Wardens	Anne Kenyon and Darryl Collins
Public Transport Forum	Alex Doyle, Darryl Collins
Pyramid Youth Club	Brian Mead
SHE7	Darryl Collins
FACE	Darryl Collins
Southern Brooks Community Partnership	Darryl Collins, Tom Mewies
Twinning Assoc Management Committee (Chair, Vice Chair + 5 elected members)	Darryl Collins, Alex Doyle, Anne Kenyon, Tom Mewies, B Mead & Dan Boardman
Volunteer Centre	Town Clerk and Darryl Collins
Community Garden	Anne Kenyon,
Jennings's Garden	Darryl Collins

BANK ACCOUNT-GENERAL

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Biffa Waste Services Ltd	DDR1	1,495.91		366-Trade Refuse
05/05/2023	Information Commissioner	DDR	55.00		Information Commissioner Data p
10/05/2023	Amazon Web Sales	D/CARD	222.00		74-Bin bags
11/05/2023	Safestore Limited	DDR	150.55		Safestore Limited
11/05/2023	Zurich Municipal	FP1	9,765.54		21-Insurance 23/24
16/05/2023	Alide Plant Services Ltd	FP1	146.23		23-Cultivator hire
16/05/2023	DCK Accounting Solutions Ltd	FP2	654.13		25-Y/E Closedown 22/23
16/05/2023	DL I.T. Solutions Ltd	FP3	231.00		38-It Support
16/05/2023	DL I.T. Solutions Ltd	FP4	136.14		26-M/Soft Office 365
16/05/2023	Filton Voice Ltd	FP5	300.00		27-Filton Voice May 23
16/05/2023	Lister Wilder	FP6	226.58		28-Mower belts
16/05/2023	Microshade Business Consultant	FP7	140.21		30-Rialtas hosting
16/05/2023	One Stop Promotions Ltd	FP8	159.06		37-Union flag
16/05/2023	PPL PRS Ltd	FP9	169.24		31-Festival music licence
16/05/2023	Re Energize	FP10	1,444.00		32-Festival 23 Managemet fee
16/05/2023	South Gloucestershire Council	FP11	2,133.15		34-Grass Cutting Oct - Dec 18
16/05/2023	Speller Metcalfe	FP12	247,690.54		36-Valuation 10B
16/05/2023	Zurich Municipal	FP2	383.23		20-Inspection Insurance 23/24
16/05/2023	Speller Metcalfe	FP12	-253,430.28		Purchase Ledger Payment
25/05/2023	Amazon Web Sales	D/CARD2	34.93		72-Disposable gloves
25/05/2023	Scorpion Auto	FP	129.00		Scorpion Subscription
25/05/2023	Public Works Loan Board	DDR	2,575.02		79-PWLB 443438 Loan Capital
26/05/2023	Unity Bank	DDR	28.00		Chaps fee
26/05/2023	Speller Metcalfe	FP3	253,430.28		Purchase Ledger Payment
30/05/2023	Biffa Waste Services Ltd	DDR2	816.65		24-Trade refuse
Total Payments			269,086.11		

PRESENT: Cllrs: T Mewies (Chair), B Mead, D Harris, Alan Bird, Dan Boardman, A Robinson, E Adjevivi, A Doyle, J Baverstock, D Collins, A Kenyon

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

APOLOGIES: Cllrs:, J Molloy, A Monk

NON-ATTENDANCE: N/A

0375. APOLOGIES FOR ABSENCE: Apologies noted.

0376. DECLARATIONS OF INTEREST:

0377. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0378. SUBMISSIONS FROM PUBLIC: No Submissions

0379. FILTON BEAT TEAM UPDATE (Moved agenda item 8 to 5)

0380. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 23RD MAY 2023 –
Approved as an accurate record.

0381. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: Cllr Baverstock informed Council that he has now been down to the radar gates and there are no issues to be dealt with. The Clerk gave an update on the risk assessments and the difficulties getting them reviewed at Council in time for the audit.

0382. End of Year Statutory requirements

i)To agree the Annual Governance Statement – Statement Accepted

ii)To approve the Annual Return & accounting statements (AGAR) 2023 and accept the Internal Audit Report therein - Accepted

iii)To agree the notice of Public Rights and record where this is to be advertised. It was agreed that the notices will be published on Filton Town Council Website and Noticeboards during the specified dates.

0383. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk and Cllr A Doyle – Joint report submitted. Discussions took place and queries were answered or answers will be investigated and returned to Council. FTC to be vigilant on the planning application of Charborough Road playing fields. This to be an agenda item once its submitted.

ACTION FTC Office

0384. SUBMISSIONS FROM MEMBERS: Notices of Motion

i)Proposed and seconded

“That this council contact the 3 local schools to offer a grant of £ 1,000.00 funded from the Community Fund budget to create schemes to encourage people to walk to school”.

After a discussion it was voted **11 FOR UNANIMOUSLY NEM-COM**

Motion Carried

ii) Proposed and seconded

“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”

After a discussion a named vote was requested

10 FOR – A Robinson, D Boardman, D Harris, A Bird, J Baverstock, B Mead, T Mewies, A Doyle, A Kenyon, E Adjievi,
1 ABSTAIN – D Collins

Motion Carried

0385. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Leisure Centre Update:** The Clerk updated Council on current progress.
- ii) **Finance Committee Minutes held 13th June 2023:** Noted
- iii) **Planning Committee Minutes held 20th June 2023.** Noted
- iv) **Ongoing Updates –** Noted
- v) **Representatives on outside bodies –** discussed and new members added and previous removed if necessary. FTC Office to contact all parties and inform them.

ACTION FTC Office

0386. CONSULTATION SPREADSHEETS- No Current Consultations.

0387. PAYMENTS FOR INFORMATION- Accepted

PRIVATE SESSION ALL MEMBERS OF THE PUBLIC AND PRESS ASKED TO LEAVE.

0387. UPDATE ON ACTIVE NATION MANAGEMENT FEE PROPOSAL (COMERCIAALLY SENSITIVE). The report supplied was discussed and concerns were raised and answered.

It was proposed and seconded to “ Accept the proposal with a condition that the repayment include the cost of any interest lost in the delayed payment period”

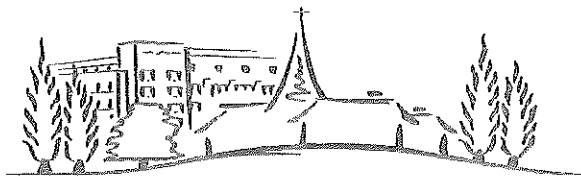
It was was voted **5 FOR 5 AGAINST 1 ABSTAIN.** The chair had the casting vote

Motion was NOT carried.

It was proposed and seconded “to accept the proposal from Active Nation” It was **Voted 7 FOR 3 AGAINST 1 ABSTAIN.**

Motion was carried.

There being no further business the meeting closed at 9.04 pm.



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

20th July 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 25th July 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from YTL Developments – Simon Fitton (all queries sent in prior to meeting)
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 Annual Meeting held 27th June 2023. (pages 1-2)
7. Matters of report arising from the minutes not otherwise covered by the Agenda.
8. Filton Beat Team
9. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk (tabled)
10. Submissions from Members:- Notices of Motion
 - i) Proposed by Cllr. J Baverstock *"I propose that the council investigate the possibility of using the disused tarmac area at the bottom of Elm Park to set up a shared harvest project and create a hub for training and community-based development of additional shared harvest groups."*
 - ii) Proposed by Cllr. J Baverstock *"With planning permission sought for a potential 160 beds for students in the Filton Church area we ask South Gloucestershire Council to commit to providing infrastructure and services to the area so that the students can experience the benefits of the Filton community, whilst not adding additional strain to the area's services and facilities. If South Gloucestershire Council grants permission for either or both of these developments they must do so with a firm commitment to invest in the future of Filton."*

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

- i) Leisure Centre Construction Update*
- ii) Conflict of Interest BDO form (page 3)*
- iii) Councillor Mobile Devices (tabled)*
- iv) Draft Finance Committee Minutes held 11th July 2023 (pages 4-5)*
- v) Planning Committee held 18th July 2023 (pages 6-7)*
- vi) Filton Festival Feedback*
- vii) Ongoing Updates (pages 8-10)*
- viii) Community Fund*

12. Consultation Spreadsheet – No Current Consultations

PRESENT: Cllrs: T Mewies (Chair), B Mead, D Harris, Alan Bird, Dan Boardman, A Robinson, E Adjevivi, A Doyle, J Baverstock, D Collins, A Kenyon
ALSO, PRESENT: L Reuben (Town Clerk & RFO), C Westcott (Town Council Support Officer)
APOLOGIES: Cllrs:, J Molloy, A Monk
NON-ATTENDANCE: N/A

0375. APOLOGIES FOR ABSENCE: Apologies noted.

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0377. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

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ACTION FTC Office

0384. SUBMISSIONS FROM MEMBERS: Notices of Motion

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After a discussion it was voted **11 FOR UNANIMOUSLY NEM-COM**

Motion Carried

ii) Proposed and seconded

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After a discussion a named vote was requested

10 FOR – A Robinson, D Boardman, D Harris, A Bird, J Baverstock, B Mead, T Mewies, A Doyle, A Kenyon, E Adjievi,

1 ABSTAIN – D Collins

Motion Carried

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(COMMERCIALLY SENSITIVE). The report supplied was discussed and concerns were raised and answered.

It was proposed and seconded to “ Accept the proposal with a condition that the repayment include the cost of any interest lost in the delayed payment period”

It was voted **5 FOR 5 AGAINST 1 ABSTAIN.** The chair had the casting vote

Motion was NOT carried.

It was proposed and seconded “to accept the proposal from Active Nation” It was Voted **7 FOR 3 AGAINST 1 ABSTAIN.**

Motion was carried.

There being no further business the meeting closed at 9.04 pm.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	FILTON TOWN COUNCIL
---------------------------	---------------------

☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name LESLEY REUBEN

Signed (Chair)

Print Name TOM MEWIES

PRESENT: Cllrs: T Mewies (Vice Chair), A Doyle, J Baverstock, A Bird, D.Harris, A Monk, A Kenyon, A Robinson, D Boardman (arrived during Agenda item 0488)

ALSO, PRESENT: Lesley Reuben (Town Clerk)

APOLOGIES: Cllrs:- B.Mead(Chair), J.Molloy, D.Collins,

NON-ATTENDANCE: E Adejevi

0478. APOLOGIES FOR ABSENCE: Apologies noted

0479. DECLARATIONS OF INTEREST: None

0480. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0481. MINUTES OF THE MEETING HELD 12TH JUNE 2023 were approved with Cllr M Chaudhry being removed from the attendance list.

0482. MATTERS ARISING FROM THE MINUTES

i)Filton Festival – Queries were raised on the following: -

Had Steve England been invited? Check funding arrangement for this activity

Has the mini bus been booked?

ii)Tractor – circulate final cost to members

iii)Bus Shelters – had the cleaning been completed.

Town Clerk to circulate update to members all the above.

0483. PUBLIC PARTICIPATION

i)A resident asked for an update on the Filton Central Garage application and why there had been a delay on the decision.

South Glos members updated – the consultation period had been extended at our request which in turn added to the timescale. The Applicant was aware of the delay which is due to the Highway needing more time. It would not be prudent for the officer to give any indication whether they would be minded to approve or refuse at this stage.

The application will appear on the circulated schedule which will go to committee where members will be able to speak in favour or not.

Residents are encouraged to attend the forthcoming Community Engagement Forum.

The second application at the Brewers Fayre site could not be taken inconsideration at this stage as will be considered on its own merit.

ii)A resident was concerned that he had been unable to find the agenda on the council website. The Town Clerk confirmed that it was not on the website due to clerk not being able to access the website. However, the Agenda had been displayed on local notice boards as per the legal requirement. The Town Clerk apologised for the inconvenience caused.

It was agreed that in future the agenda should be posted via Filton Voice and the Council's facebook page with the comment option turned off.

0484. INCOME & EXPENDITURE REPORTS

i)Playing Field – check why no expenditure

ii)203 Millenium Green - 173 should be 172

iii)Air cadets – increase needed

iv)Pension Deficit – explanation of calculation required

v)Refuse – check budget

vi)Lease land & Property -check

0485. LEISURE CENTRE CONSTRUCTION UPDATE – next meeting this Thursday.
Reminder to invite nominated councillors.

0486. COMMUNITY ASSETS – it was reported that Bethany Hall were keen to be involved and extend thanks to council for recognising them as a valued facility in the community.
Members were reminded to complete their tasks.

0487. SKATE PARK CONSULTATION – this item had been deferred from the last meeting but no further information supplied. Update to be circulated when TCSO returned from leave.

0488. REFUSE/RECYCLING INDUSTRIAL DISPUTE - Updates and discussions took place regarding the current Suez industrial dispute.

i)It was proposed seconded and agreed nem.com *“That Filton Town Council supports South Gloucestershire Council's efforts to alleviate the impact to residents of Suez workers striking for better pay. At this point we feel they have done all they can with the available resources. We acknowledge that Filton is better off than some other towns. We acknowledge they are working with a decades old contract originally set up with a different company (Virridor).*

As a council we recognise the right to strike is an enshrined right, and we hope that Suez and their workers can reach an amicable agreement as soon as possible so that normality can return, and Suez can focus on creating the best possible future contract for the people of Filton and South Glos”.

ii)Further discussion took place regarding the logistics of recycling being collected or dropped off at various sites.

It had been suggested that Elm Park be used as a collection point however Elm Park is not currently accessible due to the construction work.

Residents registered disabled or with medical conditions were receiving collections. Flats were also receiving collections via a different source.

It was further proposed and seconded that *“South Glos representatives review how private arrangements or how extra costs incurred from rental properties.*

A waste contract charging mechanism be introduced across south glos. To include Landlords registering for business rates

The vote was carried by 4 votes For, Nil Against with 4 Abstaining

0489. Payments for Information were noted with a query raised on the Spellar Metcalfe payment.

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0490. Minutes of the staffing committee held 4th July 2023 were noted.

i)Committee Membership – it was noted that Cllr.Robinson had also been elected as a reserve on the staffing committee. It was also agreed that the staffing agenda pack should be circulated to all members of council irrespective if they are a committee member or not.

ii)The Town Clerk's Retirement – it was noted that a succession plan would be put in place once pension figures had been obtained and the retirement plan agreed.

ii)Job Vacancies – would all be advertised and would follow a competitive recruitment process.

There being no further business, the meeting closed at 8.40p.m.

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 18.7.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3998	P23/01943/PNH	4 Canberra Grove Filton South Gloucestershire BS34 7DH The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, for which the maximum height would be 3.8m, and for which the height of the eaves would be 2.4m.	Tue 18 Jul 2023	Filton Town Council would request a green roof is used on this development.
F.3999	P23/01947/F	27 Third Avenue Filton South Gloucestershire BS7 0RS Change of use of Residential Dwelling (C3) to small 3 bedroom for up to 6 persons House of Multiple Occupation (C4).	Fri 21 Jul 2023	Filton Town Council would request that permeable paving is used on the drive
F.4000	P23/01957/F	104 Station Road Filton South Gloucestershire B Change of use from a single household dwelling house (C3) to a large dwelling house in multiple occupation for up to 7 people (sui generis)S34 7JJ	Fri 21 Jul 2023	OBJECTION There are approximately 110 properties in this 100 m radius. (the drawings included are incorrect). There are approximately 11 HMO's within this 100 m radius. These statistics exceed the SPD recommended maximum amounts of occupants of 20% to approximately 24% and the amount of licenced HMO's in the 100m radius exceeds the SPD. If the planning application is successful Filton Town Council would like to see the grass verge left in place as much as possible and only a single vehicle entry space removed.
F.4001	P23/01941/HH	69 Wades Road, South Gloucestershire, Filton	Fri 21 Jul 2023	Filton Town Council acknowledge this application as it stands but would request that removal of permitted development rights on future roof works
F.4002	P23/01966/CLE	36 Elm Park Filton South Gloucestershire BS34 7PP Continued use as small House in Multiple Occupation (HMO) for 4 no. persons (Class C4).	Fri 21 Jul 2023	OBJECTION Filton Town Council would like to see the proof of previous tenancy agreements with redacted personal data. This is not included as stated in the application.
F.4003	P23/01965/CLE	57 Crophorne Road Filton South Gloucestershire BS7 0PT Continued use as a 4 bed HMO (C4) for up to 6 persons.	Sat 22 Jul 2023	OBJECTION Filton Town Council would like to see the proof of previous tenancy agreements with redacted personal data. This is not included as stated in the application

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 18.7.2023

F.4004	P23/01832/O	Building And Land At The Shield Retail Centre Link Road Filton South Gloucestershire BS34 7BR Demolition of existing pub/restaurant. Erection of five storey building for mixed use purposes, including retail (Class E) and residential accommodation for up to 99 student bedspaces (Sui Generis) with associated internal and external amenity space, cycle parking and associated works (Outline) with access, appearance, layout, and scale to be determined. Landscaping reserved.	Sat 22 Jul 2023	Filton Town Council would like confirmation of the following:- Accessibility for disabled students. Student welfare acknowledgement, Health care/ dentistry availability in the area Are there social prescribing facilities available? Details on why a retail units are deemed needed as there are several empty units in the area. What the retail units will be? Will public be invited to consult on the matter. Filton Town Council would like any flat roof without solar panels to have a green roof before tenants move in.
F.4005	P23/01967/CLE	50 Mackie Road Filton South Gloucestershire BS34 7NA Continued use as 4 bed HMO for up to 6 persons (Class C4).	Mon 24 Jul 2023	Filton Town Council acknowledge this application.
F.4006	P23/01985/CLP	724 Southmead Road Filton South Gloucestershire BS34 7QT A hip-to-gable roof extension 1no rear dormer and roof windows.	Mon 24 Jul 2023	Filton Town would like to request restriction on permitted development so that the change of use can not change in the future. Filton Town Council would also like confirmation of the external finishing as it differs throughout the application.
F.4007	P23/01968/F	Land At Filton College North Side Filton Avenue Filton South Gloucestershire BS34 7AT Erection 1 no. portacabin to form office	Fri 28 Jul 2023	OBJECTION Filton Town Council request a parking survey takes place during term time to monitor the impact on the loss of parking on the local residents and roads.
F.4008		75 Conygre Road, Filton, South Gloucestershire		OBJECTION Filton Town Council would like to see the proof of previous tenancy agreements with redacted personal data. This is not included as stated in the application.
F.4009		33 Bude Road, Filton, South Gloucestershire		Filton Town Council acknowledge this application.

Motions July 2023

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
Jennings Garden (land behind Bulldog)		27.02.2022	Keep motion of current work as ongoing motion Soil distribution and waste issues		
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
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.
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
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.

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	Meeting with developer arranged 25.5.2023 13.6.2023 Basic information sent by developer to added to ne finance meeting . 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 Council 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
FTC to get a low-cost device for councillors to access emails and any virtual meetings'	Cllr Alex Doyle	13.6.2023	FTC to investigate electronic devices for Cllrs	FTC have sent requests and are awaiting prices FTC office has received 2 quotes still awaiting the third.
'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
FTC to investigate hiring a minibus for the day of Filton Festival to escort residents to and from Millennium Green during the day'	Cllr Alex Doyle	13.6.2023	FTC to investigate costs	Mini bus all booked and advertised. 14.7.2023
That this council contact the 3 local schools to offer a grant of £ 1,000.00	Cllr A Monk	27.6.2023	Community Fund needs to be set in budgets and in agreed.	

funded from the Community Fund 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.			



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

21st September 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 26th September 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the meeting held 25th July 2023 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Filton Beat Team
8. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
9. Submissions from Members:- Notices of Motion
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Leisure Centre Construction Update (to be tabled)
 - ii) Draft Finance Committee Minutes held 12th September 2023 (*pages 3-4*)
 - iii) Planning Committee held 19th September 2023 (*pages 5-6*)
 - iv) Filton Festival Feedback – page 7
 - v) Ongoing Updates (*pages 8-11*)
 - vi) Community Fund
 - vii) Civility and Respect – Roles and responsibilities (page 12-18)
 - viii) Staffing Committee membership – extract from Standing Orders attached (page 19-20)
11. Consultation Spreadsheet
12. Payments for information(*page21-22*)

PRESENT: Cllrs: T Mewies (Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, E Adjevivi, A Doyle, J Baverstock, D Collins, A Kenyon J Molloy

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

APOLOGIES: Cllrs:, B Mead, A Monk

NON-ATTENDANCE: N/A

0389. APOLOGIES FOR ABSENCE: Apologies noted.

0390. DECLARATIONS OF INTEREST: None

0391. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0392. FILTON BEAT TEAM UPDATE (Moved agenda item 8 to 4): An update was given on the current issues round Filton. E scooters were discussed, and it was explained how they are dealt with at present. Hate crimes across South Glos were queried and addressed as being dealt with and Filton Beat Team are supportive of neighbouring districts that are having issues.

The Beat Team have several bike marking sessions coming up and will have them publicised before the events.

0393. PRESENTATION SIMON FITTON/YTL DEVELOPMENTS: An update was given regarding the development including the metro bus link, highways, railway station, planning permissions, retirement village, community centres, student accommodation and the building progress. All questions that had been submitted were answered including parking, renewable energy, landscape and biodiversity, arena concerns, traffic modelling, affordable housing, future use of properties. All question unable to be answered will be sent directly to the Council along with this evening's presentation.

0394. SUBMISSIONS FROM PUBLIC:

A resident raised concerns over the pavements and roads around Ferndale Road. South Glos Councillors to investigate the schedule of works.

0395. NANDOR STEMLER/WESSEX RESERVES- ADDRESS LEASE QUERY. Filton Town Council requested that Nandor reattend and present future plans for the use of the land to Full Council in September.

0396. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 27TH JUNE 2023 –
Approved as an accurate record.

0397. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The Clerk noted that the discussion regarding Millennium Green lighting report need including in the minutes.

0398. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk and Cllr A Doyle – Joint report submitted.

0399. SUBMISSIONS FROM MEMBERS: Notices of Motion
i) Proposed and seconded

"I propose that the council investigate the possibility of using the disused tarmac area at the bottom of Elm Park to set up a shared harvest project and create a hub for training and community-based development of additional shared harvest groups."

The proposer asked to defer this motion whilst they gathered further information.

ii) Proposed and seconded

"With planning permission sought for a potential 160 beds for students in the Filton Church area we ask South Gloucestershire Council to commit to providing infrastructure and services to the area so that the students can experience the benefits of the Filton community, whilst not adding additional strain to the area's services and facilities. If South Gloucestershire Council grants permission for either or both of these developments they must do so with a firm commitment to invest in the future of Filton."

Filton Town Council Chair and Town Clerk to submit a joint letter to South Glos Council to request that they acknowledge the needs of the students to be of high importance and a guarantee that this will be enforced should these planning applications be approved.

0400. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Leisure Centre Update:** The Clerk updated Council on current progress.
- ii) **Conflict of Interest BDO form** – No conflicts of interests to note and signed by The Chair
- iii) **Councillor tablets-** Deferred until September Full Council and Finance Meeting
- iv) **(Draft) Finance Committee Minutes held 13th June 2023:** Noted
- v) **Planning Committee Minutes held 20th June 2023.** Noted
- vi) **Filton Festival Feedback** – Full update will be in September when reports from event organizer are received.
- vii) **Ongoing Updates** – Noted
- vii) **Community Fund** – After a discussion it was agreed to be agenda item on September Full Council and Finance Meeting

0401. CONSULTATION SPREADSHEETS- No Current Consultations.

There being no further business the meeting closed at 9.04 pm.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th September 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair arrived 7.09pm), A Doyle, J Baverstock, A Bird, D Harris, A Monk, A Kenyon, A Robinson, D Boardman, J Molloy

ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin (AN), Shaun Tasker (AN), Phil Aitken (AN)

APOLOGIES: Cllrs:- D Collins

NON-ATTENDANCE: E Adejevi

0491. APOLOGIES FOR ABSENCE: Apologies noted

0492. DECLARATIONS OF INTEREST: None

0493. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0494. PRESENTATION FROM ACTIVE NATION – FILTON LEISURE CENTRE : Stuart Martin, Shaun Tasker and Phil Aitken all presented to Council. Giving updates on the progression of the redevelopment and timelines. Questions were raised from Councillors and members of the public. Presentation to be added to the website.

Cllr Monk left at 8.00 pm

0495. AGENDA ITEM 11.V WAS BROUGHT FORWARD : It was proposed and seconded that the Millennium Green proposal would go to a public meeting. 17th October 2023 at 6pm. It was voted 10 FOR 1 ABSTAIN. Motion carried.

It was confirmed that this would be a single topic meeting with all relevant parties to be invited.

0496. MINUTES OF THE MEETING HELD 11TH JULY 2023 were approved with wording amendment to 0488

0497. MATTERS ARISING FROM THE MINUTES

i) Council agendas are to be sent through to Filton News and Views prior to meetings.

ii) Minute number 0490 was queried as to wording and role of the staffing committee reserve member. The Town Clerk is to check standing orders and reaffirm details at Full Council Meeting.

iii) Cllr Doyle confirmed he has followed up on 0488.

vi) Cllr Doyle has no update regarding 0483 will follow up.

0498. PUBLIC PARTICIPATION

i) Millenium Green chairman confirmed the allocated time for their presentation would be 20 minutes with 10 minutes for questions.

0499. INCOME & EXPENDITURE REPORTS- Noted

0500. BALANCE SHEET. Noted

0501. BANK RECONCILIATIONS: Noted

0502. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i)The Town Clerk gave information for the Equality and diversity training that was booked. Councillors to instruct which dates and times were suitable for them.

ii) Motions from Members

1) Proposed and seconded "That this 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."

Voted FOR NEM-COM. Motion carried

2) Proposed and seconded "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."

Voted FOR NEM-COM

3) Proposed and seconded "Request to add both name and political affiliation onto Cllr's name plates."

Voted 8 FOR 2 AGAINST Motion carried.

4) Proposed and seconded "Request to fly flags other than union flag on the FTC Flagpole." Voted 6 FOR 1 AGAINST 3 ABSTAIN. Motion carried. The legality of flying other flags and to be explored by the Town Clerk and the endless list of flag details to be confirmed and a future meeting.

0503. COMMUNITY ASSETS – No Updates

0504. ZEST CHARGE POINTS – Town Clerk given permission to make an entry on the land registry regarding the lease to EV charging point company (ZEST). Proposed and seconded. Voted FOR NEM-COM

0505. SKATE PARK CONSULTATION – Options need to be discussed in greater detail so deferred to Full Council Meeting.

0506. MEMBERS IT SOLUTIONS- Proposed and seconded to order Councillors who require the devices and have an allowance remaining if future Councillors require them. Voted FOR NEM-COM

0507. STATION ROAD ALLOTMENT FEES- Proposed and seconded not to increase this year rent at the allotment site. Voted 8 FOR, 1 AGAINST and 1 ABSTAIN. Motion carried.

0508. STAFFING MEMBERSHIP- Already discussed in 0497.ii

0509. COMMUNITY FUND- Deferred to Full Council Meeting

0489. PAYMENTS FOR INFORMATION were noted

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0490. MINUTES OF THE STAFFING COMMITTEE HELD 5TH SEPTEMBER 2023 were noted. Recommendation to council to recruit Two Job Vacancies for 1 x Administrator and 1 x Street Cleansing Operative – both to be advertised as soon as possible and would follow a competitive recruitment process.
Voted FOR NEM-COM

There being no further business, the meeting closed at 9.08 p.m.

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 19.9.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.4017	P23/02506/CLP	27 Third Avenue Filton Bristol South Gloucestershire BS7 0RS Installation of rear dormer and single storey rear extension to facilitate change of use from dwelling house (Class C3) to small 6-bedroom, 6 person House in Multiple Occupation (HMO) (Class C4).	Fri 22 Sep 2023	This application is noted by FTC but Planning officer to acknowledge FTC Council comments on P23/02629/F as directly linked
F.4023	P23/02629/F	27 Third Avenue Filton Bristol South Gloucestershire BS7 0RS Change of use from a small house of multiple occupancy (Class C4) to a seven-bedroom HMO (Sui Generis) for up to seven people with associated parking, bin storage and cycle parking.	Mon 09 Oct 2023	OBJECTION Reviewed in conjunction with P23/02506/CLP Filton Town Council conclude that this application is a clear attempt to subvert the permitted development process. Planning officer to investigate this. PSP19 with a wider loss of biodiversity with a high risk of flood as not sustainable drainage system.
F.4018	P23/02550/HH	33 Bude Road Filton Bristol South Gloucestershire BS34 7HW Erection of rear outbuilding ancillary to the main dwelling (Part retrospective and Resubmission of P23/02122/HH)	Wed 27 Sep 2023	OBJECTION S Glos planning officer to reinforce previous decisions on previous applications. If permitted a green roof is requested by FTC.
F.4019	P23/02537/F	5 The Mead Filton Bristol South Gloucestershire BS34 7AW 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.	Fri 29 Sep 2023	COMMENT Loss of biodiversity to be considered, Very close to 10% limit HMO within the area planning should be assessed along with the Conditions of size policy 1948.
F.4020	P23/02522/CLP	5 The Mead Filton Bristol South Gloucestershire BS34 7AW Conversion of existing garage and erection of single storey rear extension to form additional living accommodation. Use of dwellinghouse (Class C3) as a small HMO for up to 6 occupants (Class C4).	Fri 29 Sep 2023	This application is noted by FTC

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 19.9.2023

F.4020	P23/02536/F	19 Ferndale Road Filton Bristol South Gloucestershire BS7 0RP Change of use from Class C4 small house of multiple occupancy to a seven-bedroom large house of multiple occupancy (Sui Generis) for up to 10 occupants.	Mon 02 Oct 2023	OBJECTION There is HMO sandwich between 13,15, 16,17 25 and 31 Ferndale Rd. Nearly hitting 10% HMO limit planning should be assessed along with the Conditions of size policy 1948.
F.4021	P23/02514/F	75 Conygre Road Filton Bristol South Gloucestershire BS34 7DD Change of use from Class C4 small house of multiple occupancy to a seven-bedroom large house of multiple occupancy (Sui Generis) for up to seven people including vehicle parking, bin storage and cycle parking.	Mon 02 Oct 2023	OBJECTION Loss of biodiversity and green space FTC would advise if permitted then permeable paving and green roof to be used to offset the lack of biodiversity. There is a risk of sandwiching between 77 Conygre Road and 818 Filton Avenue.
F.4022	P23/02584/CLP	7 Northville Road Filton Bristol South Gloucestershire BS7 0RQ Change of use from C3 residential dwelling to a C4 small dwellinghouse in multiple occupation 3-6 people. Erection of a rear dormer and a hip-to-gable roof extension to facilitate loft conversion.	Wed 04 Oct 2023	This application is noted by FTC
F.4024	P23/02632/F	Land At 62 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP Erection of 1no. attached dwelling with associated works.	Tue 10 Oct 2023	This application is noted by FTC
F.4025	P23/02642/F	Land At 29 Blenheim Drive Filton Bristol South Gloucestershire BS34 7AX Erection of 1no attached dwelling with new pedestrian access.	Tue 10 Oct 2023	COMMENT FTC would advise that permeable paving and sustainable drainage is used on in the dwelling.

Feed back from Robert Goodwin – Re Energise

I thought I would just reiterate the main points from my side for next year's festival ahead of the Council meeting you have soon, namely;

1. To keep the venue as the Millenium Green.
2. To bring the date forward into the school term and my suggested date would be the 6th or 13th July. This would certainly make it easier to get the dance groups to attend the festival. The selection of a date as early as possible would be good in order to contact the bands and groups to get into their diaries for 2024.
3. To promote the festival earlier for '24 and this can be discussed at the planning meeting when I will put forward a few ideas which have proved beneficial for other festivals.
4. Ask the same bands (who were very "professional" on the day) to attend next year's event along with the dance groups.

Moving forward, can I suggest a planning meeting for late w/c 16th or any day w/c 23rd of October on a day to suit you. I am on holiday from the 7 – 16 October.

Fee payers for the festival

Supplier	Items	Number of units	Agreed fee £	Date received	Payment paid to Re-Energise	Payment provided to FTC
A & M Entertainment	Wipe Out, Go-Karts, Soccer	3	£240	June '23	£240	
Sue's Artisan Jewellery	Jewellery	1	£15	June '23	£15	
Batten	Craft stall	1	£30	22/05/2023	£30	
Boozebox	Gin / drinks stall	1	£65	26/06/2023	£65	
Cameron Catering	Food stall	1	£75	05/05/2023	£75	
Graffiti Heads	Hair styling	1	£15	06/03/2023	£15	
Contrary Gifts	Gift stall	1	£15	FF22 01/03/2023	£15	
Da Rosa Paperwork	Craft stall	1	£15	FF25 20/02/23	£15	
Facepainting	Facepainting	1	£15	22/05/2023	£15	
Filton Labour Party	Political party	1	£15	05/06/2023	£15	
Forget me Knot	Craft stall	1	£15	ff07 10/02/2023	£15	
I Candy	Ice cream van	1	£240	20/04/2023	£240	
John Allen	Tea Cup Ride + side stall	2	£75	12/06/2023	£75	
John Walker	Toy stall	1	£15	19/06/2023	£15	
Little India	Catering unit	1	£60	28/06/2023	£60	
Pint sized people	children's toys and clothes	1	£15	01/07/2023	£15	
Pop Up Cocktail Bar	Beer tent	1	£200	27/02/2023	£200	
Mini Moon	Craft stall	1	£15	FF26 27/03/23	£15	
Robert Shepherd	Ring the Bell & Lucky Nos	2	£30	ff02 27/01/2023	£30	
Spotty Lottie	Crafts stall	1	£15	ff05 10/02/2023	£15	
Susan Isherwood	Craft stall	1	£15	09/05/2023	£15	
Utility Warehouse	Win a Mini - Wendy Philips	1	£15	ff13 14/02/23	£15	
Wesley Figg	Jurassic party & Harry Potter Potion	2	£45	12/05/2023	£45	
Weston Entertainment	2 rides	2	£130	20/06/2023	£130	
Zoe Edwards	Hot & cold food & sweets	2	£290	12/05/2023	£290	
		Total	£1,675		£1,675	£1,675

Motions September 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. 23.11.2023 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 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	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

find out what needs doing to improve them both and put it into practice;					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 .
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" .

area so that the students can experience the benefits of the Filton community, whilst not adding additional strain to the area's services and facilities. If South Gloucestershire Council grants permission for either or both of these developments they must do so with a firm commitment to invest in the future of Filton."						they acknowledge the needs of the students to be of high importance and a guarantee that this will enforced should these planning application be approved.
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.

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

Extract from Standing Orders – for September FTC meeting item 10viii)

(Note:- Historically the Staffing Committee membership has been 5 members to allow for escalation with any HR matters should they occur.)

- a A meeting shall not exceed a period of 2 hours.

1. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. *may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5) days before the meeting that they are unable to attend;*
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALIDE Alide Plant Services Ltd							
137-MUGA Fence hire	31/08/2023	A454387	1	463.68	0.00	463.68	0.00
					<u>0.00</u>	<u>463.68</u>	
Above paid on 12/09/2023 by Cheque FP1							
CHANDLERS Chandlers (Farm Equipment) Ltd							
143-Stihl FS131 Brushcutter x2	07/08/2023	674547	1	1,842.00	0.00	1,842.00	0.00
					<u>0.00</u>	<u>1,842.00</u>	
Above paid on 12/09/2023 by Cheque FP2							
DCKBEAVERS DCK Accounting Solutions Ltd							
144-Accounts July 23	31/08/2023	TPC10947	1	493.04	0.00	493.04	0.00
156-Accounts Jan 23	28/02/2023	TPC10579	1	319.26	0.00	319.26	0.00
157-Y/E Accounts 22/23	14/06/2023	TPC10797	1	774.00	0.00	774.00	0.00
158-VAT Part Ex 22/23	25/07/2023	TPC10863	1	513.00	0.00	513.00	0.00
					<u>0.00</u>	<u>2,099.30</u>	
Above paid on 12/09/2023 by Cheque FP3							
DLIT DL I.T. Solutions Ltd							
145-Dell Optiplex 7010/monitor	01/09/2023	1008565	1	1,368.00	0.00	1,368.00	0.00
146-Office 365	06/09/2023	1008635	1	132.70	0.00	132.70	0.00
					<u>0.00</u>	<u>1,500.70</u>	
Above paid on 12/09/2023 by Cheque FP4							
EVERFLOW Everflow Ltd							
147-Allotment water charges	18/08/2023	2470020	1	21.84	0.00	21.84	0.00
					<u>0.00</u>	<u>21.84</u>	
Above paid on 12/09/2023 by Cheque FP5							
FILTONVOIC Filton Voice Ltd							
148-Filton Voice Aug 23	24/07/2023	0000153	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 12/09/2023 by Cheque FP6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LIVING Living Wage Foundation							
149-Living Wage Accreditation	19/07/2023	INV-122399	1	144.00	0.00	144.00	0.00
					<u>0.00</u>	<u>144.00</u>	
Above paid on 12/09/2023 by Cheque FP7							
MICROSHADE Microshade Business Consultants Ltd							
150-Citrix hosting	08/09/2023	18247	1	71.81	0.00	71.81	0.00
					<u>0.00</u>	<u>71.81</u>	
Above paid on 12/09/2023 by Cheque FP8							
SGLOS2 South Gloucestershire Council							
152-Allotment pest control	05/09/2023	3805355569	1	31.00	0.00	31.00	0.00
					<u>0.00</u>	<u>31.00</u>	
Above paid on 12/09/2023 by Cheque FP9							
SPELLER Speller Metcalfe							
153-Valuation No.14	29/08/2023	CIN10117	1	624,596.99	0.00	624,596.99	0.00
154-Valuation 14B	29/08/2023	CIN10118	1	18,110.57	0.00	18,110.57	0.00
					<u>0.00</u>	<u>642,707.56</u>	
Above paid on 12/09/2023 by Cheque FP10							
TFM001 Trusted Facilities Management							
155-TFM Plant room	22/06/2023	000870	1	32,799.64	0.00	32,799.64	0.00
					<u>0.00</u>	<u>32,799.64</u>	
Above paid on 12/09/2023 by Cheque FP11							
SGLOS2 South Gloucestershire Council							
159-Election 4.5.23	11/09/2023	3805367722	1	525.00	0.00	525.00	0.00
					<u>0.00</u>	<u>525.00</u>	
Above paid on 12/09/2023 by Cheque FP12							
Total Purchase Ledger Payments for Month 6					<u>0.00</u>	<u>682,506.53</u>	

PRESENT: Cllrs: T Mewies (Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, E Adjevivi, A Doyle, J Baverstock, D Collins, A Kenyon J Molloy

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

APOLOGIES: Cllrs:, B Mead, A Monk

NON-ATTENDANCE: N/A

0389. APOLOGIES FOR ABSENCE: Apologies noted.

0390. DECLARATIONS OF INTEREST: None

0391. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0392. FILTON BEAT TEAM UPDATE (Moved agenda item 8 to 4): An update was given on the current issues round Filton. E scooters were discussed, and it was explained how they are dealt with at present. Hate crimes across South Glos were queried and addressed as being dealt with and Filton Beat Team are supportive of neighbouring districts that are having issues.

The Beat Team have several bike marking sessions coming up and will have them publicised before the events.

0393. PRESENTATION SIMON FITTON/YTL DEVELOPMENTS: An update was given regarding the development including the metro bus link, highways, railway station, planning permissions, retirement village, community centres, student accommodation and the building progress. All questions that had been submitted were answered including parking, renewable energy, landscape and biodiversity, arena concerns, traffic modelling, affordable housing, future use of properties. All question unable to be answered will be sent directly to the Council along with this evening's presentation.

0394. SUBMISSIONS FROM PUBLIC:

A resident raised concerns over the pavements and roads around Ferndale Road. South Glos Councillors to investigate the schedule of works.

0395. NANDOR STEMLER/WESSEX RESERVES- ADDRESS LEASE QUERY. Filton Town Council requested that Nandor reattend and present future plans for the use of the land to Full Council in September.

0396. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 27TH JUNE 2023 –
Approved as an accurate record.

0397. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: The Clerk noted that the discussion regarding Millennium Green lighting report need including in the minutes.

0398. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk and Cllr A Doyle – Joint report submitted.

0399. SUBMISSIONS FROM MEMBERS: Notices of Motion
i)Proposed and seconded

"I propose that the council investigate the possibility of using the disused tarmac area at the bottom of Elm Park to set up a shared harvest project and create a hub for training and community-based development of additional shared harvest groups."

The proposer asked to defer this motion whilst they gathered further information.

ii) Proposed and seconded

"With planning permission sought for a potential 160 beds for students in the Filton Church area we ask South Gloucestershire Council to commit to providing infrastructure and services to the area so that the students can experience the benefits of the Filton community, whilst not adding additional strain to the area's services and facilities. If South Gloucestershire Council grants permission for either or both of these developments they must do so with a firm commitment to invest in the future of Filton."

Filton Town Council Chair and Town Clerk to submit a joint letter to South Glos Council to request that they acknowledge the needs of the students to be of high importance and a guarantee that this will enforced should these planning application be approved.

0400. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) **Leisure Centre Update:** The Clerk updated Council on current progress.
- ii) **Conflict of Interest BDO form** – No conflicts of interests to note and signed by The Chair
- iii) **Councillor tablets-** Deferred until September Full Council and Finance Meeting
- iv) (Draft)**Finance Committee Minutes held 13th June 2023:** Noted
- v) **Planning Committee Minutes held 20th June 2023.** Noted
- vi) **Filton Festival Feedback** – Full update will be in September when reports from event organizer are received.
- vii) **Ongoing Updates** – Noted
- vii) **Community Fund** – After a discussion it was agreed to be agenda item on September Full Council and Finance Meeting

0401. CONSULTATION SPREADSHEETS- No Current Consultations.

There being no further business the meeting closed at 9.04 pm.



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

21st September 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 26th September 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the meeting held 25th July 2023 (*pages 1-2*)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Filton Beat Team
8. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk (*tabled*)
9. Submissions from Members:- Notices of Motion
10. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Leisure Centre Construction Update (to be tabled)
 - ii) Draft Finance Committee Minutes held 12th September 2023 (*pages 3-4*)
 - iii) Planning Committee held 19th September 2023 (*pages 5-6*)
 - iv) Filton Festival Feedback – page 7
 - v) Ongoing Updates (*pages 8-11*)
 - vi) Community Fund
 - vii) Civility and Respect – Roles and responsibilities (page 12-18)
 - viii) Staffing Committee membership – extract from Standing Orders attached (page 19-20)
11. Consultation Spreadsheet
12. Payments for information(*page21-22*)

PRESENT: Cllrs: T Mewies (Chair), D Harris, Alan Bird, Dan Boardman, A Robinson, E Adjevivi, A Doyle, J Baverstock, D Collins, A Kenyon J Molloy

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

APOLOGIES: Cllrs:, B Mead, A Monk

NON-ATTENDANCE: N/A

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0401. CONSULTATION SPREADSHEETS- No Current Consultations.

There being no further business the meeting closed at 9.04 pm.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 12th September 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: B Mead (Chair), T Mewies (Vice Chair arrived 7.09pm), A Doyle, J Baverstock, A Bird, D Harris, A Monk, A Kenyon, A Robinson, D Boardman, J Molloy

ALSO, PRESENT: Lesley Reuben (Town Clerk) Carla Westcott (TCSO) Stuart Martin (AN), Shaun Tasker (AN), Phil Aitken (AN)

APOLOGIES: Cllrs:- D Collins

NON-ATTENDANCE: E Adejevi

0491. APOLOGIES FOR ABSENCE: Apologies noted

0492. DECLARATIONS OF INTEREST: None

0493. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0494. PRESENTATION FROM ACTIVE NATION – FILTON LEISURE CENTRE : Stuart Martin, Shaun Tasker and Phil Aitken all presented to Council. Giving updates on the progression of the redevelopment and timelines. Questions were raised from Councillors and members of the public. Presentation to be added to the website.

Cllr Monk left at 8.00 pm

0495. AGENDA ITEM 11.V WAS BROUGHT FORWARD : It was proposed and seconded that the Millennium Green proposal would go to a public meeting. 17th October 2023 at 6pm. It was voted 10 FOR 1 ABSTAIN. Motion carried.

It was confirmed that this would be a single topic meeting with all relevant parties to be invited.

0496. MINUTES OF THE MEETING HELD 11TH JULY 2023 were approved with wording amendment to 0488

0497. MATTERS ARISING FROM THE MINUTES

i) Council agendas are to be sent through to Filton News and Views prior to meetings.

ii) Minute number 0490 was queried as to wording and role of the staffing committee reserve member. The Town Clerk is to check standing orders and reaffirm details at Full Council Meeting.

iii) Cllr Doyle confirmed he has followed up on 0488.

vi) Cllr Doyle has no update regarding 0483 will follow up.

0498. PUBLIC PARTICIPATION

i) Millenium Green chairman confirmed the allocated time for their presentation would be 20 minutes with 10 minutes for questions.

0499. INCOME & EXPENDITURE REPORTS- Noted

0500. BALANCE SHEET. Noted

0501. BANK RECONCILIATIONS: Noted

0502. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

i)The Town Clerk gave information for the Equality and diversity training that was booked. Councillors to instruct which dates and times were suitable for them.

ii) Motions from Members

1) Proposed and seconded "That this 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."

Voted FOR NEM-COM. Motion carried

2) Proposed and seconded "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."

Voted FOR NEM-COM

3) Proposed and seconded "Request to add both name and political affiliation onto Cllr's name plates."

Voted 8 FOR 2 AGAINST Motion carried.

4) Proposed and seconded "Request to fly flags other than union flag on the FTC Flagpole." Voted 6 FOR 1 AGAINST 3 ABSTAIN. Motion carried. The legality of flying other flags and to be explored by the Town Clerk and the endless list of flag details to be confirmed and a future meeting.

0503. COMMUNITY ASSETS – No Updates

0504. ZEST CHARGE POINTS – Town Clerk given permission to make an entry on the land registry regarding the lease to EV charging point company (ZEST). Proposed and seconded. Voted FOR NEM-COM

0505. SKATE PARK CONSULTATION – Options need to be discussed in greater detail so deferred to Full Council Meeting.

0506. MEMBERS IT SOLUTIONS- Proposed and seconded to order Councillors who require the devices and have an allowance remaining if future Councillors require them. Voted FOR NEM-COM

0507. STATION ROAD ALLOTMENT FEES- Proposed and seconded not to increase this year rent at the allotment site. Voted 8 FOR, 1 AGAINST and 1 ABSTAIN. Motion carried.

0508. STAFFING MEMBERSHIP- Already discussed in 0497.ii

0509. COMMUNITY FUND- Deferred to Full Council Meeting

0489. PAYMENTS FOR INFORMATION were noted

PART 2 – Closed session with the press and public being excluded due to HR confidential matters.

0490. MINUTES OF THE STAFFING COMMITTEE HELD 5TH SEPTEMBER 2023 were noted. Recommendation to council to recruit Two Job Vacancies for 1 x Administrator and 1 x Street Cleansing Operative – both to be advertised as soon as possible and would follow a competitive recruitment process.
Voted FOR NEM-COM

There being no further business, the meeting closed at 9.08 p.m.

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 19.9.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.4017	P23/02506/CLP	27 Third Avenue Filton Bristol South Gloucestershire BS7 0RS Installation of rear dormer and single storey rear extension to facilitate change of use from dwelling house (Class C3) to small 6-bedroom, 6 person House in Multiple Occupation (HMO) (Class C4).	Fri 22 Sep 2023	This application is noted by FTC but Planning officer to acknowledge FTC Council comments on P23/02629/F as directly linked
F.4023	P23/02629/F	27 Third Avenue Filton Bristol South Gloucestershire BS7 0RS Change of use from a small house of multiple occupancy (Class C4) to a seven-bedroom HMO (Sui Generis) for up to seven people with associated parking, bin storage and cycle parking.	Mon 09 Oct 2023	OBJECTION Reviewed in conjunction with P23/02506/CLP Filton Town Council conclude that this application is a clear attempt to subvert the permitted development process. Planning officer to investigate this. PSP19 with a wider loss of biodiversity with a high risk of flood as not sustainable drainage system.
F.4018	P23/02550/HH	33 Bude Road Filton Bristol South Gloucestershire BS34 7HW Erection of rear outbuilding ancillary to the main dwelling (Part retrospective and Resubmission of P23/02122/HH)	Wed 27 Sep 2023	OBJECTION S Glos planning officer to reinforce previous decisions on previous applications. If permitted a green roof is requested by FTC.
F.4019	P23/02537/F	5 The Mead Filton Bristol South Gloucestershire BS34 7AW 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.	Fri 29 Sep 2023	COMMENT Loss of biodiversity to be considered, Very close to 10% limit HMO within the area planning should be assessed along with the Conditions of size policy 1948.
F.4020	P23/02522/CLP	5 The Mead Filton Bristol South Gloucestershire BS34 7AW Conversion of existing garage and erection of single storey rear extension to form additional living accommodation. Use of dwellinghouse (Class C3) as a small HMO for up to 6 occupants (Class C4).	Fri 29 Sep 2023	This application is noted by FTC

FEEDBACK SCHEDULE OF PLANNING APPLICATIONS 19.9.2023

F.4020	P23/02536/F	19 Ferndale Road Filton Bristol South Gloucestershire BS7 0RP Change of use from Class C4 small house of multiple occupancy to a seven-bedroom large house of multiple occupancy (Sui Generis) for up to 10 occupants.	Mon 02 Oct 2023	OBJECTION There is HMO sandwich between 13,15, 16,17 25 and 31 Ferndale Rd. Nearly hitting 10% HMO limit planning should be assessed along with the Conditions of size policy 1948.
F.4021	P23/02514/F	75 Conygre Road Filton Bristol South Gloucestershire BS34 7DD Change of use from Class C4 small house of multiple occupancy to a seven-bedroom large house of multiple occupancy (Sui Generis) for up to seven people including vehicle parking, bin storage and cycle parking.	Mon 02 Oct 2023	OBJECTION Loss of biodiversity and green space FTC would advise if permitted then permeable paving and green roof to be used to offset the lack of biodiversity. There is a risk of sandwiching between 77 Conygre Road and 818 Filton Avenue.
F.4022	P23/02584/CLP	7 Northville Road Filton Bristol South Gloucestershire BS7 0RQ Change of use from C3 residential dwelling to a C4 small dwellinghouse in multiple occupation 3-6 people. Erection of a rear dormer and a hip-to-gable roof extension to facilitate loft conversion.	Wed 04 Oct 2023	This application is noted by FTC
F.4024	P23/02632/F	Land At 62 Conygre Grove Filton Bristol South Gloucestershire BS34 7DP Erection of 1no. attached dwelling with associated works.	Tue 10 Oct 2023	This application is noted by FTC
F.4025	P23/02642/F	Land At 29 Blenheim Drive Filton Bristol South Gloucestershire BS34 7AX Erection of 1no attached dwelling with new pedestrian access.	Tue 10 Oct 2023	COMMENT FTC would advise that permeable paving and sustainable drainage is used on in the dwelling.

Feed back from Robert Goodwin – Re Energise

I thought I would just reiterate the main points from my side for next year's festival ahead of the Council meeting you have soon, namely;

1. To keep the venue as the Millenium Green.
2. To bring the date forward into the school term and my suggested date would be the 6th or 13th July. This would certainly make it easier to get the dance groups to attend the festival. The selection of a date as early as possible would be good in order to contact the bands and groups to get into their diaries for 2024.
3. To promote the festival earlier for '24 and this can be discussed at the planning meeting when I will put forward a few ideas which have proved beneficial for other festivals.
4. Ask the same bands (who were very "professional" on the day) to attend next year's event along with the dance groups.

Moving forward, can I suggest a planning meeting for late w/c 16th or any day w/c 23rd of October on a day to suit you. I am on holiday from the 7 – 16 October.

Fee payers for the festival

Supplier	Items	Number of units	Agreed fee £	Date received	Payment paid to Re-Energise	Payment provided to FTC
A & M Entertainment	Wipe Out, Go-Karts, Soccer	3	£240	June '23	£240	
Sue's Artisan Jewellery	Jewellery	1	£15	June '23	£15	
Batten	Craft stall	1	£30	22/05/2023	£30	
Boozebox	Gin / drinks stall	1	£65	26/06/2023	£65	
Cameron Catering	Food stall	1	£75	05/05/2023	£75	
Graffiti Heads	Hair styling	1	£15	06/03/2023	£15	
Contrary Gifts	Gift stall	1	£15	FF22 01/03/2023	£15	
Da Rosa Paperwork	Craft stall	1	£15	FF25 20/02/23	£15	
Facepainting	Facepainting	1	£15	22/05/2023	£15	
Filton Labour Party	Political party	1	£15	05/06/2023	£15	
Forget me Knot	Craft stall	1	£15	ff07 10/02/2023	£15	
I Candy	Ice cream van	1	£240	20/04/2023	£240	
John Allen	Tea Cup Ride + side stall	2	£75	12/06/2023	£75	
John Walker	Toy stall	1	£15	19/06/2023	£15	
Little India	Catering unit	1	£60	28/06/2023	£60	
Pint sized people	children's toys and clothes	1	£15	01/07/2023	£15	
Pop Up Cocktail Bar	Beer tent	1	£200	27/02/2023	£200	
Mini Moon	Craft stall	1	£15	FF26 27/03/23	£15	
Robert Shepherd	Ring the Bell & Lucky Nos	2	£30	ff02 27/01/2023	£30	
Spotty Lottie	Crafts stall	1	£15	ff05 10/02/2023	£15	
Susan Isherwood	Craft stall	1	£15	09/05/2023	£15	
Utility Warehouse	Win a Mini - Wendy Philips	1	£15	ff13 14/02/23	£15	
Wesley Figg	Jurassic party & Harry Potter Potion	2	£45	12/05/2023	£45	
Weston Entertainment	2 rides	2	£130	20/06/2023	£130	
Zoe Edwards	Hot & cold food & sweets	2	£290	12/05/2023	£290	
		Total	£1,675		£1,675	£1,675

Motions September 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. 23.11.2023 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 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	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

find out what needs doing to improve them both and put it into practice;					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 .
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
				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
				Community Fund needs to be set in budgets and in agreed.	Deferred to Full Council Meeting September 2023
				FTC to investigate the process and costings involved.	
				Planning Committee	Filton Town Council Chair and Town Clerk to submit a joint letter to South Glos Council to request that

area so that the students can experience the benefits of the Filton community, whilst not adding additional strain to the area's services and facilities. If South Gloucestershire Council grants permission for either or both of these developments they must do so with a firm commitment to invest in the future of Filton."						they acknowledge the needs of the students to be of high importance and a guarantee that this will enforced should these planning application be approved.
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.

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

Extract from Standing Orders – for September FTC meeting item 10viii)

(Note:- Historically the Staffing Committee membership has been 5 members to allow for escalation with any HR matters should they occur.)

- a A meeting shall not exceed a period of 2 hours.

1. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. *may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5) days before the meeting that they are unable to attend;*
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALIDE Alide Plant Services Ltd							
137-MUGA Fence hire	31/08/2023	A454387	1	463.68	0.00	463.68	0.00
					<u>0.00</u>	<u>463.68</u>	
Above paid on 12/09/2023 by Cheque FP1							
CHANDLERS Chandlers (Farm Equipment) Ltd							
143-Stihl FS131 Brushcutter x2	07/08/2023	674547	1	1,842.00	0.00	1,842.00	0.00
					<u>0.00</u>	<u>1,842.00</u>	
Above paid on 12/09/2023 by Cheque FP2							
DCKBEAVERS DCK Accounting Solutions Ltd							
144-Accounts July 23	31/08/2023	TPC10947	1	493.04	0.00	493.04	0.00
156-Accounts Jan 23	28/02/2023	TPC10579	1	319.26	0.00	319.26	0.00
157-Y/E Accounts 22/23	14/06/2023	TPC10797	1	774.00	0.00	774.00	0.00
158-VAT Part Ex 22/23	25/07/2023	TPC10863	1	513.00	0.00	513.00	0.00
					<u>0.00</u>	<u>2,099.30</u>	
Above paid on 12/09/2023 by Cheque FP3							
DLIT DL I.T. Solutions Ltd							
145-Dell Optiplex 7010/monitor	01/09/2023	1008565	1	1,368.00	0.00	1,368.00	0.00
146-Office 365	06/09/2023	1008635	1	132.70	0.00	132.70	0.00
					<u>0.00</u>	<u>1,500.70</u>	
Above paid on 12/09/2023 by Cheque FP4							
EVERFLOW Everflow Ltd							
147-Allotment water charges	18/08/2023	2470020	1	21.84	0.00	21.84	0.00
					<u>0.00</u>	<u>21.84</u>	
Above paid on 12/09/2023 by Cheque FP5							
FILTONVOIC Filton Voice Ltd							
148-Filton Voice Aug 23	24/07/2023	0000153	1	300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
Above paid on 12/09/2023 by Cheque FP6							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LIVING Living Wage Foundation							
149-Living Wage Accreditation	19/07/2023	INV-122399	1	144.00	0.00	144.00	0.00
					<u>0.00</u>	<u>144.00</u>	
Above paid on 12/09/2023 by Cheque FP7							
MICROSHADE Microshade Business Consultants Ltd							
150-Citrix hosting	08/09/2023	18247	1	71.81	0.00	71.81	0.00
					<u>0.00</u>	<u>71.81</u>	
Above paid on 12/09/2023 by Cheque FP8							
SGLOS2 South Gloucestershire Council							
152-Allotment pest control	05/09/2023	3805355569	1	31.00	0.00	31.00	0.00
					<u>0.00</u>	<u>31.00</u>	
Above paid on 12/09/2023 by Cheque FP9							
SPELLER Speller Metcalfe							
153-Valuation No.14	29/08/2023	CIN10117	1	624,596.99	0.00	624,596.99	0.00
154-Valuation 14B	29/08/2023	CIN10118	1	18,110.57	0.00	18,110.57	0.00
					<u>0.00</u>	<u>642,707.56</u>	
Above paid on 12/09/2023 by Cheque FP10							
TFM001 Trusted Facilities Management							
155-TFM Plant room	22/06/2023	000870	1	32,799.64	0.00	32,799.64	0.00
					<u>0.00</u>	<u>32,799.64</u>	
Above paid on 12/09/2023 by Cheque FP11							
SGLOS2 South Gloucestershire Council							
159-Election 4.5.23	11/09/2023	3805367722	1	525.00	0.00	525.00	0.00
					<u>0.00</u>	<u>525.00</u>	
Above paid on 12/09/2023 by Cheque FP12							
Total Purchase Ledger Payments for Month 6					<u>0.00</u>	<u>682,506.53</u>	

PRESENT: Cllrs: T Mewies (Chair), B Mead (Vice Chair) D Harris, Alan Bird, Dan Boardman, A Robinson, , A Kenyon, J Molloy, 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

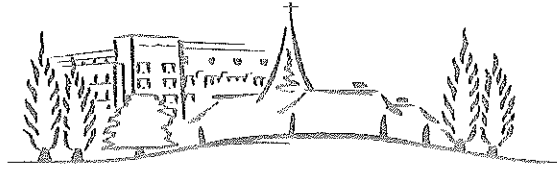
- vii) **Civility and Respect –** Roles and Responsibilities - Noted

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.



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

SAV

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

				Objection
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	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
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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 Council 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: T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Monk, A Doyle

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

APOLOGIES: Cllrs:, B Mead (Vice Chair) E Adjevivi, A Bird,

NON-ATTENDANCE:

CLOSED SESSION

0413. APOLOGIES FOR ABSENCE: Apologies noted.

0414. DECLARATIONS OF INTEREST: None

0415. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0416. TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 26TH SEPTEMBER AND EX ORDINARY MEETING 17TH OCTOBER 2023 – Approved as an accurate record with amendments.

0417. PRESENTATION FROM RPT CONSULTING – Robin Thompson gave an update on the current funding and capital costs of the regeneration of Filton Leisure Centre. He covered the issues regarding expected capital outturn in comparison to initial capital with reasons and rationale and the loss of income claim from AN.

Cllr A Doyle arrived 19.23.

OPEN SESSION

Session was started with a minute silence in memorial of Councillor Darryl Collins.

It was proposed and seconded that Filton Town Council put £500 of the Chair allowance to the 2 charities chosen in memorial of Councillor Darryl Collins. **Voted Unanimously FOR NEM-COM**

0418. SUBMISSIONS FROM PUBLIC: No submissions

0419. FILTON BEAT TEAM REPORT: Noted

0420. SOUTH GLOUCESTERSHIRE REPORTS:

Cllr A Monk and Cllr A Doyle – Verbal update given on current consultations.

Cllr A Monk left at 20.00.

0421. SUBMISSIONS FROM MEMBERS:

Motion 1. Proposed

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 1 had no seconder and was not carried.

Motion 2. Proposed and Seconded

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 at a 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.

Voted FOR 5 AGAINST 3 Motion carried.

Motion 3: Proposed and Seconded

FTC supports our local businesses and oppose any parking charges to Filton car parks at Church Road; Filton Abbey wood Station; and Station Road as the charges will impact local businesses and residents.

Voted FOR 2 AGAINST 4 ABSTAIN 2 Motion not carried.

Motion 4: Proposed by Cllr A Robinson

www.police.uk Filton crime figures to be published in the agenda pack to include year to date stats and comparisons and reviewed at full council along with beat team report.

Voted FOR 7 AGAINST 0 ABSTAIN 1

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.

Voted FOR 8 UNANIMOUS NEM-COM

Ideas to be sent to FTC office.

Motion 6

Proposed by Cllr A Doyle 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".

Voted FOR 8 UNANIMOUS NEM-COM

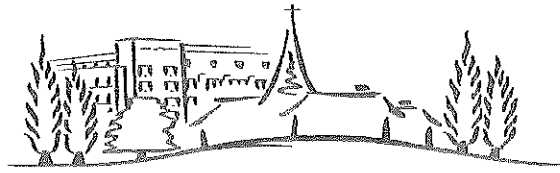
0422. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Leisure Centre Update: Already discussed from RPT in item 0417
- ii) (Draft) Finance Committee Minutes held 10th October 2023. Noted
- iii) Audit Conclusion – Received by Filton Town Council
- iv) Borrowing Approval – Moved to next Finance Meeting
- v) Planning Committee Minutes held 24th October 2023 – Noted
- vi) Ongoing Updates – Noted
- vii) Payments for Information – Noted

0423. CONSULTATION SPREADSHEETS- Noted.

0424. PAYMENTS FOR INFORMATION - Noted

There being no further business the meeting closed at 8.52pm.



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

22nd November 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 28th November 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Presentation from Robin Thomson RPT Consulting – Filton Leisure Centre
5. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
6. Presentation of Budget 2024/25 Derek Kemp, Accounting Solutions *(to be circulated prior to meeting)*
7. To approve the minutes of the meeting held 31st October 2023 *(1-2)*
8. Matters of report arising from the minutes not otherwise covered by the Agenda.
9. Filton Beat Team Report *(tabled)*
10. South Glos Councillor Reports
 - i) Cllr Alex Doyle & Cllr Adam Monk *(tabled)*
11. Submissions from Members:-
12. Reports from Committees, Working Groups and the Town Clerk
 - i) Leisure Centre Construction Update
 - ii) Draft Finance Committee Minutes held 14th November 2023 *(pages 3-4)*
 - iii) Civility and Respect Pledge
 - iv) Planning Committee held 24th October 2023 *(pages 5-7)*
 - iv) Ongoing Updates *(pages 8-10)*
13. Consultation Spreadsheet *(page 11)*

PRESENT: Cllrs: T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Monk, A Doyle

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

APOLOGIES: Cllrs:, B Mead (Vice Chair) E Adjevivi, A Bird,

NON-ATTENDANCE:

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- vi) Ongoing Updates – Noted
- vii) Payments for Information – Noted

0423. CONSULTATION SPREADSHEETS- Noted.

0424. PAYMENTS FOR INFORMATION - Noted

There being no further business the meeting closed at 8.52pm.

Minutes of the Meeting of **FILTON TOWN COUNCIL FINANCE & GENERAL PURPOSES** held at 7:00p.m on **Tuesday 14th November 2023** at SHE 7, Braemar Crescent, Filton.

PRESENT: Cllrs: T Mewies (Chair), J Baverstock, A Bird, D Harris, A Kenyon, J Molloy, D Boardman, A Robinson

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

APOLOGIES: Cllrs:- A Doyle A Monk, E Adejevi, B Mead

NON-ATTENDANCE:

0535. APOLOGIES FOR ABSENCE: Apologies noted.

0536. DECLARATIONS OF INTEREST: None

0537. EVACUATION PROCEDURE: Chair of Council gave evacuation procedures.

0538. PRESENTATION FROM KATE LEMON – FACE. Presentation given the Love your patch project. All information to e shed on Filton Town Council Web site and Facebook page.

0539. MINUTES OF FULL COUNCIL FINANCE AND GENERAL MEETING HELD 10th OCTOBER 2023. Minutes approved as an accurate record.
MINUTES OF FULL COUNCIL FINANCE EX ORDINARY MEETING HELD 17TH OCTOBER 2023. Minutes approved as an accurate record.

0540. MATTERS ARISING FROM THE MINUTES- None

0541. PUBLIC PARTICIPATION - None

0542. INCOME & EXPENDITURE REPORTS MONTH 6 AND 7- Noted

0543. BALANCE SHEET MONTH 6 AND 7. Noted

0544. BANK RECONCILIATIONS BANK 6 AND 7: Noted

0545. REPORTS FROM COMMITTEES, WORKING GROUPS, AND THE TOWN CLERK:

- i) Construction update – Moved to closed session
- ii) Council Casual Vacancy
- iii) Community Assets. TCSO to bring details of Cllr D Collins designated community assets and they will be delegated around members.
- iv) Skate Park consultation. TCSO has approached Skateboard GB who advised to consult with users and public and get back to them for any advice needed. TCSO to circulate the survey monkey questionnaire once finished.
- v) Bank Signatories Cllrs A Bird, T Mewies and D Boardman volunteered to be signatories. TC to find out the maximum needed.
- vi) Community Garden membership. It was confirmed that Cllrs A Kenyon and J Baverstock are the delegated representatives for the Community Garden.

0546. PAYMENTS FOR INFORMATION: Noted.

CLOSED SESSION DUE TO COMMERCIALLY SENSITIVE DETAILS.

0545.i) Construction update. The Town Clerk gave an update on issues that had been brought to her attention hours before the meeting regarding construction and payment delays. After a discussion it was agreed that waiting for professional advice was needed.

SCHEDULE OF PLANNING APPLICATIONS 21.11.2023

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.4031	P23/03084/PNH	7 Braemar Crescent Filton Bristol South Gloucestershire BS7 0TD The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, for which the maximum height would be 3.6m, and for which the height of the eaves would be 2.35m.	Mon 27 Nov 2023	OBJECTION The building will increase the original footprint by 100%. It would cause a large loss of biodiversity. It would cause a loss of amenity space in the garden. NOTE TO PLANNING OFFICER: Filton Town Council would like it to note should his address ever apply to change use to HMO it would be refused on the basis that it would cause sandwiching against x2 properties on Braemar Avenue.
F.4032	P23/03098/F	95 Conygre Road Filton Bristol South Gloucestershire BS34 7DG Change of use from 1no. dwelling (Class C3) to a large 8 bedroom house in multiple occupation (HMO) for a maximum of 8no. people (Sui Generis) (Retrospective).	Wed 29 Nov 2023	COMMENT Filton Town Council query parking facility as it is not mentioned in the application. Also note the potential of overpopulating the area
F.4033	P23/01258/O	Filton Central Garage 166 Gloucester Road North Filton South Gloucestershire BS34 7QA Demolition of existing buildings and erection of 3 storey building to form 75 bed student accommodation (Sui Generis) with associated parking, cycle and bin storage (Outline) with access, layout, appearance and scale to be determined, all other matters reserved.	Thu 30 Nov 2023	<u>Filton Town Council to approach UWE for views on the application.</u> OBJECTION All of Filton Town Council previous comments are still upheld. Filton Town Council query the legality of the light survey. Filton Town Council wish to clarify that whilst the minimum sunlight hours as prescribed by the BRE is 1.5 Hours, the medium and high are 3 and 4 hours. It is disappointing that this application would be based on the bare minimum requirements and would not seek to consider the impact to mental health and living experience of the existing residents when seeking to add additional residential space to the area. There are resolutions that will see the development as still profitable but with a minimal impact to existing residents. The South Gloucestershire Local Plan states in CS1 that a core strategy is "Promoting high quality design that responds to its context, the distinctive assets of the district and creates 'sense of place' and civic pride". The current design and impact on existing residents does not make this objective viable. Filton town Council would like confirmation that the survey was a based on a site visit as it seems that the measurements are taken on a level ground and the decline on to rectory lane is not taken into consideration. Due to public consultation on public parking in Filton the survey is this application could not be accurate and needs redacting.

SCHEDULE OF PLANNING APPLICATIONS 21.11.2023

F.4034	P23/02595/F	Filton Town Council Elm Park Filton Bristol South Gloucestershire BS34 7PS Demolition of existing concrete kiosk and erection of detached metal garage for grounds team equipment and ancillary welfare facility.	Sat 02 Dec 2023	COMMENT This build will help to ensure the upkeep of Filton's green space whilst keep machinery and tools adequately secure.
F.4035	P23/03122/HH	25 Tenth Avenue Filton Bristol South Gloucestershire BS7 0QJ Conversion of existing garage and replacement roof to facilitate annexe ancillary to the main dwelling.	Sat 02 Dec 2023	COMMENT This build should never be used as living accommodation. Filton Town Council would like information regarding the drainage and sewage reports for the application.
F.4036	P23/03106/F	20 And 22 Charles Road Filton Bristol South Gloucestershire BS34 7ET Erection of 2No. incidental outbuildings (retrospective).	Tue 05 Dec 2023	COMMENT Filton town Council would like it noted that future application to change use to living accommodation will be refused.
F.4037	P23/03150/PNH	27 Third Avenue Filton Bristol South Gloucestershire BS7 0RS The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.0m, for which the maximum height would be 2.95m, and for which the height of the eaves would be 2.95m.	Wed 06 Dec 2023	COMMENT Filton town Council note this application and the 3.9% HMO population of the application area.
F.4038	P23/03132/F	24 Glebelands Road Filton Bristol South Gloucestershire BS34 7AE Installation of hip to gable roof extension and 1 no. rear dormer to facilitate change of use from small house of multiple occupancy (HMO) (Class C4) to 8 no. bedroom large HMO (Sui Generis) for up to eight people including vehicle parking, bin storage and cycle parking.	Thu 07 Dec 2023	OBJECTION Filton Town Council believe that this should already have been refused as it has sandwiching issues.
F.4039	P23/03102/CLP	847 Filton Avenue Filton Bristol South Gloucestershire BS34 7HJ Demolition of existing rear extension and erection of single storey rear extension and single storey side extension. Installation of hip to gable roof extension and rear dormer to facilitate change of use from C3 to C4 (small HMO).	Thu 07 Dec 2023	OBJECTION Filton Town Council believe that this exceeds the SPD 10% HMO population and has sandwiching issues (10.4)

SCHEDULE OF PLANNING APPLICATIONS 21.11.2023

F4040	P23/03153/F	58 Mackie Road Filton Bristol South Gloucestershire BS34 7NA Installation of 1 no. rear dormer to facilitate change of use from dwelling house (Class C3) to 6no. bedroom large HMO (Class C4) for up to six people with associated bin store, parking and works.	Thu 07 Dec 2023	COMMENT Filton town Council note this application and the 4.3% HMO population of the application area
	P23/03142/PNH	817 Filton Avenue Filton Bristol South Gloucestershire BS34 7HQ The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.84m, for which the maximum height would be 3.1m, and for which the height of the eaves would be 3.1m	Fri 08 Dec 2023	COMMENT Filton Town Council Note this application
	P23/03171/F	59 Mackie Road Filton Bristol South Gloucestershire BS34 7LZ Installation of hip to gable roof extension and 1no. rear dormer to facilitate change of use from small house in multiple occupation (HMO) (Class C4) to a 8 bedroom large HMOP for up to 8 people (Sui Generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	Fri 08 Dec 2023	COMMENT Filton town Council note this application and the 4.3% HMO population of the application area but would address the possible sandwich issue with Station Road
	P23/03138/CLE	615A Filton Avenue Filton South Gloucestershire BS34 7LB Continued use as small House in Multiple Occupation (HMO) for 6 persons (Class C4). Hip to gable roof extension and 1 no. rear dormer to roof.	Fri 08 Dec 2023	COMMENT Filton Town Council Note this application
	P23/03181/HH	24 Conygre Road Filton Bristol South Gloucestershire BS34 7DA Erection of a single storey rear and side extension to form ancillary annexe.	Sat 09 Dec 2023	COMMENT Filton Town Council would like it noted that permission never to be given to change use to living accommodation.
	P23/03182/CLE	33 Conygre Grove Filton Bristol South Gloucestershire BS34 7DN Continued use as small House in Multiple Occupation (HMO) (Class C4).	Sat 09 Dec 2023	COMMENT Filton Town Council Note this application

Motions November 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 it's their responsibility to ensure paperwork is submitted. FTC Office has received no communications regarding submitted applications. Councillors to split Cllr D Collins CA between them at future meeting.
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 be added to next finance meeting. Oct 2023 FTC to investigate who else best to advice on broadening the skatepark. #A new survey with options to be produced to gain users opinions. FTC Office to seek advice from SKATEGB. Advice as to seek public consultation. FTC Office to develop Survey Monkey and share with Council before made public.

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 Will bring to Council January 2024
'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 budget to create schemes to encourage people to walk to school"	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
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.	South Glos Council investigating
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. Budget Meeting November 2023
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	Cllr T Mewies	12.9.2023	More detail to be discussed at future meeting	Voted FOR NEM-COM. Motion carried. Budget Meeting November 2023

budget of £3000 to be put towards this activity						
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 8 FOR 2 AGAINST Motion carried. Actioned
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 the Jack. Advice was distributed to Councillors
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 at a 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	Cllr A Robinson	31.10.2023				Voted FOR 5 AGAINST 3 Motion carried.
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.	Cllr A Monk	31.10.2023	Ideas to be sent to FTC office.			Voted FOR 8 UNANIMOUS NEM-COM
www.police.uk Filton crime figures to be published in the agenda pack to include year to date stats and comparisons and reviewed at full council along with beat team report.	Cllr A Robinson	31.10.2023				Voted FOR 7 AGAINST 0 ABSTAIN 1 FTC Office Have contacted The Beat Team to accommodate this.
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."	Cllr A Doyle	31.10.2023				Voted FOR 8 UNANIMOUS NEM-COM FTC contacted M Lipton for advice on contacts for the report.

Public Consultation Spreadsheet November 2023

Consultation	Consultation Period	Summary
Library savings	Opened 18 Oct 2023 at 09:00 Closes 10 Jan 2024 at 23:59	This consultation considers the best ways to deliver the reductions we need to make to our library services, whilst minimising the impact on service delivery. Visit our dedicated Common Place site for further information about the proposals and to ensure your voice is heard. https://librarysavings.commonplace.is/
Waste less, recycle more	Opened 6 Oct 2023 at 09:00 Closes 7 Jan 2024 at 23:59	What we want to know 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. Please read about the proposals before completing the questionnaire Share your views Every household in South Gloucestershire has their rubbish and recycling collected by South Gloucestershire Council. And all of us will be impacted if we do not act swiftly to minimise environmental damage. Whatever your thoughts, we want to hear from you. Tell us what you think about our proposals to make changes to late night street-lighting to cut our carbon emissions and reduce our spend on energy.
Late night street lighting	Opened 18 Oct 2023 at 09:00 Closes 10 Jan 2024 at 23:59	

PRESENT: Cllrs: T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Bird,

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

APOLOGIES: Cllrs:, B Mead (Vice Chair) A Monk, A Doyle

NON-ATTENDANCE: E Adjevivi,

0425. APOLOGIES FOR ABSENCE: Apologies noted.

0426. DECLARATIONS OF INTEREST: None

0427. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0428. SUBMISSIONS FROM PUBLIC: Member of Rectory Lane residents group expressed concerns over the Filton Garage planning application and the whole planning process in general. Chair of Filton Town Council to liaise with members of the community group to support them.

Closed Session due to sensitive information in budget presentation

0429. PRESENTATION OF BUDGET 2024/25 DEREK KEMP, ACCOUNTING

SOLUTIONS- Derek presented the proposal for FTC budget 2024/25. Queries regarding the precept, outstanding fee implications, rolling capital funds were answered and various options and figures were discussed.

It was proposed and seconded to accept the budget proposal Filton Town Council precept requirement of £976,999.00. Which equates to 0% increase to band D property. The reduction in demand of precept is due to drop of qualifying tax base.

VOTED 6 FOR 1 AGAINST and 1 ABSTAIN.

Motion carried.

It was therefore resolved to demand a precept requirement of £976,999.00 this equates to 0% increase per Band D property £312.84. per annum (£6 per week)

Open Session recommenced

0430. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA.

Discussions of how Filton Town Council can commemorate Cllr Darryl Collins took place and it was proposed and seconded to have the new MUGA named in his honour. **Voted 8 FOR NEM-COM**

ACTION Town Clerk to liaise with AN

0431. FILTON BEAT TEAM REPORT: Noted

0432. SOUTH GLOUCESTERSHIRE REPORTS: No submission

0433. SUBMISSIONS FROM MEMBERS: No submissions

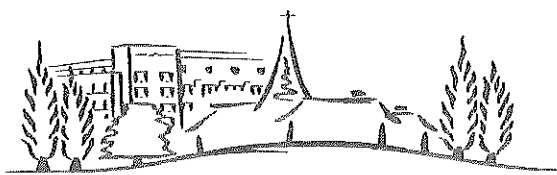
0434. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Leisure Centre Update: Already discussed during budget discussion. Town Clerk is in discussion with DCK and RPT to follow up on recent issues. Tar mac issue in Community centre car park spaces discussed and agreed to seek further advice and quotes to fix.

- ii) (Draft) Finance Committee Minutes held 14th November 2023. Noted
- iii) Civility and Respect Pledge- Will be addressed in January
- v) Planning Committee Minutes held 21st November 2023 – Noted
- vi) Ongoing Updates – Noted

0435. CONSULTATION SPREADSHEETS- Noted.

There being no further business the meeting closed at 9.01pm.



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

7th December 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 12th December 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the meeting held 28th November 2023 (1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Filton Beat Team Report (3-4)
8. South Glos Councillor Reports
i) Cllr Alex Doyle & Cllr Adam Monk
9. Submissions from Members:-
10. Reports from Committees, Working Groups and the Town Clerk
i) Leisure Centre Construction Update
ii) Ongoing Updates (pages 5-7)
11. Consultation Spreadsheet (page 8-9)

PRESENT: Cllrs: T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Bird,

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

APOLOGIES: Cllrs:, B Mead (Vice Chair) A Monk, A Doyle

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VOTED 6 FOR 1 AGAINST and 1 ABSTAIN.

Motion carried.

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There being no further business the meeting closed at 9.01pm.



Avon and Somerset Police
NEIGHBOURHOOD POLICING

Insert Beat area Filton

COMMUNITY ENGAGEMENT FORUM REPORT

Date

Anti-social behaviour – Areas of focus is currently Abbeywood retail park. There continues to be issues regarding shop thefts from all stores on the site. Patrols will be increased in the area. Also, recent issue with youths causing a nuisance in shops. Enquires ongoing to identify youths.

Current issues around Millenium green and Elm Park are not as frequent, due to the adverse weather and earlier nights. Neighbourhood team continue to pay attention to the area.

A few reports of cannabis being smoked in and around Filton College. College have been visited for engagement and officers patrolling in surrounding streets during break and lunch times.

Talk to Us Events Several talk to us events conducted at Filton library. Last event was conducted on a Saturday 18th. Currently looking for a suitable date to carry out the next event and hopeful of doing this before Christmas.

Community Engagement- The team have conducted engagements at local schools and the college.

Crime Statistics For the month of November are 95 reported offences in the Filton area.

Crimes reported in (insert review period here) in (insert beat area here).

Arson and Criminal damage	3 offences
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Burglary	7 offences. A couple of offences on the same night in Northville Road. An attempt to gain entry to a garage and entry gained to a building under renovation
Drug Offences	3 Offences
Miscellaneous crimes against society	2 Offences
Possession of Weapons	1 Offence
Public order offences	14 Offences
Robbery	1 offence
Sexual offences	3 Offences
Theft	23 Offences The majority of these offences have been shop theft offences. The focus has been around Abbeywood retail park. Patrols increased and engagement carried out with stores. Patrols will be increased in the lead up to Christmas. Officers will be patrolling in uniform and in plain clothes to identify suspects.
Vehicle offences	10 Offences
Violence against the person	28 Offences

Motions December 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 it's their responsibility to ensure paperwork is submitted. FTC Office has received no communications regarding submitted applications. Councillors to split Cllr D Collins CA between them at future meeting.
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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
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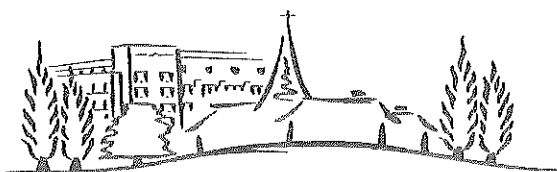
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FILTON TOWN COUNCIL

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

7th December 2023

Dear Member

You are hereby summoned to a meeting of the **FULL COUNCIL** to be held on **Tuesday 12th December 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

1. Apologies for Absence
2. Declarations of Interest
3. Evacuation Procedures
4. Public Participation – (Max 15 mins) Advised that questions be sent to the Council Office 48 hours prior to meeting.
5. To approve the minutes of the meeting held 28th November 2023 (1-2)
6. Matters of report arising from the minutes not otherwise covered by the Agenda.
7. Filton Beat Team Report (3-4)
8. South Glos Councillor Reports
i) Cllr Alex Doyle & Cllr Adam Monk
9. Submissions from Members:-
10. Reports from Committees, Working Groups and the Town Clerk
 - i) Leisure Centre Construction Update
 - ii) Ongoing Updates (pages 5-7)
11. Consultation Spreadsheet (page 8-9)

PRESENT: Cllrs: T Mewies (Chair), D Harris, Dan Boardman, A Robinson, A Kenyon, J Molloy, J Baverstock A Bird,

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

APOLOGIES: Cllrs:, B Mead (Vice Chair) A Monk, A Doyle

NON-ATTENDANCE: E Adjevivi,

0425. APOLOGIES FOR ABSENCE: Apologies noted.

0426. DECLARATIONS OF INTEREST: None

0427. EVACUATION PROCEDURES: Chair of Council gave evacuation procedures.

0428. SUBMISSIONS FROM PUBLIC: Member of Rectory Lane residents group expressed concerns over the Filton Garage planning application and the whole planning process in general. Chair of Filton Town Council to liaise with members of the community group to support them.

Closed Session due to sensitive information in budget presentation

0429. PRESENTATION OF BUDGET 2024/25 DEREK KEMP, ACCOUNTING

SOLUTIONS- Derek presented the proposal for FTC budget 2024/25. Queries regarding the precept, outstanding fee implications, rolling capital funds were answered and various options and figures were discussed.

It was proposed and seconded to accept the budget proposal Filton Town Council precept requirement of £976,999.00. Which equates to 0% increase to band D property. The reduction in demand of precept is due to drop of qualifying tax base.

VOTED 6 FOR 1 AGAINST and 1 ABSTAIN.

Motion carried.

It was therefore resolved to demand a precept requirement of £976,999.00 which equates to 0% increase £312.84. per annum (£6 per week) per Band D property.

Open Session recommenced

0430. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA.

Discussions of how Filton Town Council can commemorate Cllr Darryl Collins took place and it was proposed and seconded to have the new MUGA named in his honour. **Voted 8 FOR NEM-COM**

ACTION Town Clerk to liaise with AN

0431. FILTON BEAT TEAM REPORT: Noted

0432. SOUTH GLOUCESTERSHIRE REPORTS: No submission

0433. SUBMISSIONS FROM MEMBERS: No submissions

0434. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Leisure Centre Update: Already discussed during budget discussion. Town Clerk is in discussion with DCK and RPT to follow up on recent issues. Tar mac issue in

Community centre car park spaces discussed and agreed to seek further advice and quotes to fix.

- ii) (Draft) Finance Committee Minutes held 14th November 2023. Noted
- iii) Civility and Respect Pledge- Will be addressed in January
- v) Planning Committee Minutes held 21st November 2023 – Noted
- vi) Ongoing Updates – Noted

0435. CONSULTATION SPREADSHEETS- Noted.

There being no further business the meeting closed at 9.01pm.



Avon and Somerset Police
NEIGHBOURHOOD POLICING

Insert Beat area Filton

COMMUNITY ENGAGEMENT FORUM REPORT

Date

Anti-social behaviour – Areas of focus is currently Abbeywood retail park. There continues to be issues regarding shop thefts from all stores on the site. Patrols will be increased in the area. Also, recent issue with youths causing a nuisance in shops. Enquires ongoing to identify youths.

Current issues around Millenium green and Elm Park are not as frequent, due to the adverse weather and earlier nights. Neighbourhood team continue to pay attention to the area.

A few reports of cannabis being smoked in and around Filton College. College have been visited for engagement and officers patrolling in surrounding streets during break and lunch times.

Talk to Us Events Several talk to us events conducted at Filton library. Last event was conducted on a Saturday 18th. Currently looking for a suitable date to carry out the next event and hopeful of doing this before Christmas.

Community Engagement- The team have conducted engagements at local schools and the college.

Crime Statistics For the month of November are 95 reported offences in the Filton area.

Crimes reported in (insert review period here) in (insert beat area here).

Arson and Criminal damage	3 offences
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Burglary	7 offences. A couple of offences on the same night in Northville Road. An attempt to gain entry to a garage and entry gained to a building under renovation
Drug Offences	3 Offences
Miscellaneous crimes against society	2 Offences
Possession of Weapons	1 Offence
Public order offences	14 Offences
Robbery	1 offence
Sexual offences	3 Offences
Theft	23 Offences The majority of these offences have been shop theft offences. The focus has been around Abbeywood retail park. Patrols increased and engagement carried out with stores. Patrols will be increased in the lead up to Christmas. Officers will be patrolling in uniform and in plain clothes to identify suspects.
Vehicle offences	10 Offences
Violence against the person	28 Offences

Motions December 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 it's their responsibility to ensure paperwork is submitted. FTC Office has received no communications regarding submitted applications. Councillors to split Cllr D Collins CA between them at future meeting.
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 be added to next finance meeting. Oct 2023 FTC to investigate who else best to advice on broadening the skatepark. #A new survey with options to be produced to gain users opinions. FTC Office to seek advice from SKATEGB. Advice as to seek public consultation. FTC Office to develop Survey Monkey and share with Council before made public.

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 Will bring to Council January 2024
'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
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