



# ANDOVER TOWN COUNCIL

## Council Minutes

### Time and date

6.30pm on Wednesday 19 July 2023

### Place

The Lights, Andover

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| Cllr R Hughes (Town Mayor) (A)          |                                       |                      |
| Cllr J Sangster (Deputy Town Mayor) (P) |                                       |                      |
| Cllr K Bird (P)                         | Cllr J Cockaday (P)                   | Cllr M Farren (P)    |
| Cllr L Gregori (A)                      | Cllr T Gregory (P)                    | Cllr S Hardstaff (P) |
| Cllr J Hughes (P) (Arrived at 6.34pm)   | Cllr K Hughes (P) (Arrived at 6.34pm) | Cllr R Kidd (P)      |
| Cllr M McGarry (A)                      | Cllr R Meyer (A)                      | Cllr H Neate (P)     |
| Cllr E Reynolds (P)                     | Cllr J Sangster (P)                   | Cllr S Waue (P)      |

### Officers Present:

Gail Foster (Town Clerk)

### Members of the Public: 6

**County/Borough Councillors:** Cllr Z Brooks

**Members of the Press:** 1

| APOLOGIES  |  |
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| <b>C 070/07/23</b>   | Apologies were received from Councillors L Gregori, R Hughes and R Meyer.  |
| PUBLIC SESSION <i>The discussion below is a short summary and is not recorded word for word.</i> |  |
| <b>C 071/07/23</b>   | A Member of the Public raised the issue of the stolen plaque, in honour of the People who lost their lives during Covid and the helpers. It had never been replaced. Countryside TVBC had previously assured that a refix using an anchor spike would keep the plaque in place.<br>Could the Town Council ensure a new memorial plaque be obtained and reinstalled using an anchor spike, as promised by previous Councillors? <b>Action: Town Clerk</b> |
| <b>C 072/07/23</b>   | The Member of the Public also mentioned the return of a second memorial plaque, which was obtained at the same time to mark the centenary of the Great War. It was kept back in fear of being stolen.<br>Could this be reinstalled to its proper place on the roundabout by the Council?<br><b>Action: Town Clerk</b>  |

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| <b>C 073/07/23</b>                          | A Member of Public asked whether the scaffolding around Ladbrooks was to be a permanent feature, as it had been in place for over 2 years. The Deputy Mayor advised he would make enquiries.<br><b>Action: Deputy Town Mayor, Councillor J Sangster</b>  |
| <b>TOWN MAYOR'S ANNOUNCEMENTS</b>           |  |
| <b>C 074/07/23</b>                          | There were no Town Mayor announcements reported.   |
| <b>EXTERNAL REPORTS</b>                     |  |
| <b>C 075/07/23</b>                          | There were no verbal reports received.<br>Apologies were received from Councillor D Drew.  |
| <b>INTERESTS</b>                            |  |
| <b>C 076/07/23</b>                          | Declarations were received from Councillor E Reynolds, as a member of The Drove Association and plot holder and Councillor H Neate, as a plot holder.  |
| <b>MINUTES</b>                              |  |
| <b>C 077/07/23a</b>                         | It was proposed by Councillor T Gregory and seconded by Councillor R Kidd and <b>RESOLVED: FOR - 11, AGAINST - 0, ABSTENTIONS - 2</b> , that the Minutes of the Town Council Meeting, held on 14 June 2023, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. <b>Action: Committee Officer</b>  |
| <b>C 077/07/23b</b>                         | A Councillor made a point regarding previously raised actions and how would the Councillors know if/when these have been completed.<br>The Town Clerk to investigate the possibility of producing a list that could be circulated to all Councillors. <b>Action: Town Clerk</b>  |
| <b>CONTRACTUAL &amp; DELEGATED PAYMENTS</b> |  |
| <b>C 078/07/23</b>                          | Members received and noted the contractual and delegated <a href="#">payments</a> that had been made in the period of 8 <sup>th</sup> June 2023 to 12 <sup>th</sup> July 2023, as per report detailed in appendix 7 on the agenda.   |
| <b>PAYMENTS FOR APPROVAL</b>                |  |
| <b>C 079/07/23</b>                          | Members noted that there were no payments that required approval for the period of 8 <sup>th</sup> June 2023 to 12 <sup>th</sup> July 2023.  |
| <b>FINANCIAL REPORTS</b>                    |  |
| <b>C 080/07/23</b>                          | It was proposed by Councillor M Farren and seconded by Councillor S Hardstaff and <b>RESOLVED: Unanimously</b> , that all 4 financial papers as follows, be approved: <ul style="list-style-type: none"> <li>a. <a href="#">Bank Statements and Bank Reconciliation</a> showing balances: <ul style="list-style-type: none"> <li>i. UTB 1 = £478,048.85</li> <li>ii. UTB 2 = £86,641.61</li> <li>iii. Redwood Bank = £85,373.34</li> <li>iv. Total = £650,063.80</li> </ul> </li> <li>b. <a href="#">Cashbook</a> <ul style="list-style-type: none"> <li>i. Gross receipts to date = £186,521.99</li> <li>ii. Gross payments to date = £95,555.96</li> </ul> </li> <li>c. <a href="#">Budget</a> <ul style="list-style-type: none"> <li>i. Net Budget remaining = £96,108.85</li> </ul> </li> <li>d. <a href="#">Earmarked Reserves</a></li> </ul> |

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|                           | <ul style="list-style-type: none"> <li>i. Elections = £79,036.28</li> <li>ii. Allotments = £ 88,011.04</li> <li>iii. Christmas Lights = £ 12,591.74</li> <li>iv. Property Purchase = 102,000.00</li> <li>v. CIL Funds = £ 99,099.83</li> </ul>  |
| <b>TERMS OF REFERENCE</b> |   |
| <b>C 081/07/23a</b>       | <p><b>Policy &amp; Resources</b></p> <p>It was proposed by Councillor S Waue and seconded by Councillor H Neate and <b>RESOLVED: Unanimously</b>, that it be approved that Councillor S Waue step down as a Member of the Policy and Resources Committee. <b>Action: Town Clerk</b></p>   |
| <b>C 081/07/23b</b>       | <p>It was proposed by Councillor M Farren and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b>, that the removal of the wording “with flexibility to amend to 10” and “unless 10 members are approved in which case the quorum shall be four (4)” from the Structure and Quorum section, be approved.</p> <p><b>Action: Town Clerk</b></p>  |
| <b>C 082/07/23</b>        | <p><b>Planning</b></p> <p>It was proposed by Councillor J Sangster and seconded by Councillor S Waue and <b>RESOLVED: Unanimously</b>, that the Planning Committee Terms of Reference with the following amendments be approved:</p> <ul style="list-style-type: none"> <li>• Section 2, line b, the wording “consider and” be removed and the word “placement” be changed to “location.”</li> <li>• Section 2, line n &amp; line o, the wording “after consultation with full council” is removed.</li> <li>• Section 3, the whole sentence be completely removed.</li> <li>• Section 4, the whole sentence be completely removed.</li> </ul> <p><b>Action: Town Clerk</b></p> |
| <b>C 083/07/23a</b>       | <p><b>HR Panel</b></p> <p>It was proposed by Councillor K Hughes and seconded by Councillor K Bird and <b>RESOLVED: FOR – 9, AGAINST – 2, ABSTENTIONS – 1</b>, that HR Sub-Committee Terms of Reference, with the following amendment, be approved:</p> <ul style="list-style-type: none"> <li>• The wording “Members of the Council” be amended to “Members of the Policy and Resources Committee” from the Structure and Quorum section.</li> </ul> <p><b>Action: Town Clerk</b></p>  |
| <b>C 083/07/23b</b>       | <p>A question was raised as to whether it could be established that a Councillor must confirm they are standing down from a committee and whether it was in the Standing Orders.</p> <p><b>Action: Town Clerk</b></p>   |
| <b>C 083/07/23c</b>       | <p>A request was made for the Town Clerk to check the Standing Orders and clarify whether Councillors who attend a committee meeting that they are not a member of, were allowed to sit at the table during the meeting.</p> <p><b>Action: Town Clerk</b></p>   |
| <b>C 084/07/23</b>        | <p><b>Allotments Committee</b></p> <p>It was proposed by Councillor K Hughes and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b>, that the Allotments Committee Terms of Reference be approved with the following amendments:</p>  |

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|                                 | <p>Under the section "Responsibility" the second sentence be changed into two separate sentences as follows:</p> <ul style="list-style-type: none"> <li>• To agree the maintenance works giving regard to the Allotments Maintenance Strategy and monitor and maintain the Budget for allotment provision.</li> <li>• To develop partner relationships with other local organisations for the provision of leisure gardens in Andover.</li> </ul> <p><b>Action: Town Clerk</b></p> <p>Councillor S Waue requested that it be noted that he would like to join the Allotment Committee at the next available opportunity. <b>Action: Town Clerk.</b></p> |
| <b>GRANT APPLICATIONS</b>       |   |
| <b>C 085/07/23</b>              | <p>Members considered a Grant application from Rooting for Andover. It was proposed by Councillor J Sangster and seconded by Councillor S Waue and <b>RESOLVED: Unanimously</b>, that the Rooting for Andover grant application be approved and the sum of £1,000.00 be awarded.</p> <p><b>Action: Town Clerk</b></p>   |
| <b>C 086/07/23</b>              | <p>Members considered a Grant application from Spotlight UK. Councillors K Bird, K Hughes and S Hardstaff declared non-pecuniary interests in this item.</p> <p>It was proposed by Councillor M Farren and seconded by Councillor S Waue and <b>RESOLVED: Unanimously</b>, that Councillors with non-pecuniary interests, be allowed to vote on the Spotlight UK grant application.</p> <p>It was proposed by Councillor M Farren and seconded by Councillor S Waue and <b>RESOLVED: Unanimously</b>, that the Spotlight UK grant application be approved and the sum of £1,000.00 be awarded.</p> <p><b>Action: Town Clerk</b></p>                     |
| <b>END OF GRANT REPORTS</b>     |   |
| <b>C 087/07/23</b>              | Members noted the End of Grant Report from Andover Trees United.  |
| <b>COMMUNITY AND EVENTS</b>     |   |
| <b>C 088/07/23</b>              | Members noted the Officers' <a href="#">notes</a> from the Community and Events Working Group meeting on 5 July 2023.   |
| <b>ANTI-SOCIAL BEHAVIOUR WG</b> |   |
| <b>C 089/07/23</b>              | Members noted the <a href="#">Anti-Social Behaviour Working Group report</a> .  |
| <b>SIDs REPORT</b>              |   |
| <b>C 090/07/23</b>              | <p>Members noted the updated <a href="#">SIDs report</a>.</p> <p>A suggestion was made for future reports to display the previous site data before the most recent data.</p> <p>Councillor Neate raised the requirement of multiple locations for SIDs in Picket Piece.</p> <p><b>Action: Committee Officer.</b></p> <p>It was agreed that good progress had been made overall with the SIDs project.</p>   |
| <b>TOWN CLERK'S REPORT</b>      |   |
| <b>C 091/07/23</b>              | Members noted the Town Clerk's <a href="#">Report</a> .   |

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| <b>COUNCILLOR REPORTS</b>         |   |
| <b>C 092/07/23</b>                | Councillor S Hardstaff commented that the Andover Carnival was very well attended and gave full credit to the town. He also requested that his thanks were passed onto the independent organisers. <b>Action: Town Clerk</b>    |
| <b>QUESTIONS FROM COUNCILLORS</b> |   |
| <b>C 093/07/23</b>                | There were no questions received from Members of the Town Council.  |
| <b>FUTURE ITEMS</b>               |   |
| <b>C 094/07/23a</b>               | Councillor Training – Obtain 3 potential dates from HALC.<br><b>Action: Town Clerk</b>  |
| <b>C 094/07/23b</b>               | Topic of Special Levy to be added to all future Full Council agendas. An invitation to be sent to Test Valley Borough Council to provide the Town Council Members with a presentation on The Levy.<br><b>Action: Town Clerk</b> |
| <b>C 094/07/23c</b>               | An invitation to be sent to all TVBC and HCC Councillors via email for the next Full Council meeting, to give their reports.<br><b>Action: Town Clerk</b>   |
| <b>C 094/07/23d</b>               | Mayor’s column in the Advertiser – deferred back to Community & Events WG<br><b>Action: Deputy Clerk.</b>   |
| <b>DATE OF NEXT MEETING</b>       |   |
| <b>C 095/07/23</b>                | Members noted that the date of the next meeting would be <b>Wednesday 20 September 2023</b> , to be held in <b>Upper Guildhall, Andover, at 6.30pm.</b>   |

The Town Mayor closed the meeting at 8.20pm.