



<b>Time and date</b>	6.30pm on Wednesday <b>22 May 2024</b>
<b>Place</b>	Upper Guildhall, Andover

<b>Councillors Present:</b>		Arrival time noted if after meeting start					
Cllr H Neate (Town Mayor)	✓		Cllr K Bird (Deputy Town Mayor)	✓			
Cllr J Cockaday	✓		Cllr M Farren	✓		Cllr L Gregori	✓
Cllr T Gregory	✓		Cllr S Hardstaff	✓		Cllr J Hughes	✓
Cllr K Hughes	✓	18.38	Cllr R Hughes	✗		Cllr R Kidd	✓
Cllr M McGarry	✗		Cllr R Meyer	✓		Cllr E Reynolds	✓
Cllr J Sangster	✓		Cllr S Waue	✓			

<b>Officers Present:</b>	Gail Foster (Town Clerk)
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<b>Members of the Public:</b>	5
<b>County/Borough Councillors</b>	Councillor Z Brooks, for part of the meeting.
<b>Members of the Press:</b>	1

## ELECTION OF MAYOR

**C 001/05/24** It was proposed by Councillor K Bird and seconded by Councillor J Cockaday that Councillor Heather Neate be elected Town Mayor.  
It was further proposed by Councillor L Gregori that Councillor K Bird be nominated as Town Mayor. Councillor K Bird refused the nomination and confirmed she would not accept the Office.  
Councillor R Meyer proposed that Councillor J Cockaday be electee as Town Mayor. Councillor J Cockaday refused the nomination and confirmed he would not accept the Office.

No other nominations were proposed and Councillors proceeded to vote on the motion to elect Councillor Neate. A vote was taken by a show of hands as per Standing Orders. It was **RESOLVED: FOR – 7** (Cllrs Bird, Cockaday, Farren, Gregory, Hardstaff, Neate, Reynolds), **AGAINST – 3** (Cllrs Gregori, J Hughes, R Kidd), **ABSTENTIONS – 3** (Cllrs Meyer, Sangster and Waue), that **Councillor Heather Neate be elected Town Mayor** for the Municipal Year 2024/2025.

**C 002/05/24** The Council received Councillor H Neate's Declaration of Acceptance of Office form which was witnessed by the Town Clerk.

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The New Mayor gave a short acceptance speech to say that she was delighted to accept the Office. She felt it had been a difficult year, but that all Councillors and Staff had learnt some lessons during the period in how to address each other and the electorate. Mayor Neate expressed her ambition that the Town Council would continue to improve on their delivery of services and meet the expectations of the people of Andover.

**C 003/05/24**

A vote of thanks was also given to the retiring Mayor, Councillor R Hughes, for his diligence in attending meetings and for his advice as an experienced Councillor.

## **ELECTION OF DEPUTY MAYOR**

**C 004/05/24**

It was proposed by Councillor L Gregori and seconded by Councillor J Hughes that Councillor Jason Sangster be re-elected as Deputy Mayor.

The Mayor asked if there were further nominations, and Councillor M Farren proposed, and Councillor S Hardstaff seconded that Councillor K Bird be elected as Deputy Mayor.

It was next proposed by Councillor R Meyer and seconded by Councillor J Hughes that Councillor J Hughes be elected as Deputy Mayor.

As three proposals had been made, Councillors were instructed to vote on the nominees in alphabetical order, each Councillor voting only once.

Votes were taken by a show of hands. The results were:

Councillor K Bird = 7 votes (Cllrs Bird, Cockaday, Farren, Gregory, Hardstaff, Neate, Reynolds)

Councillor J Hughes = 2 votes (Cllrs J Hughes and R Meyer)

Councillor J Sangster = 2 votes (Cllrs L Gregori and R Kidd)

Councillors abstaining to vote = 2 (Cllrs J Sangster and S Waue)

The total number of councillors voting was 11. It was **RESOLVED:** that **Councillor K Bird was duly elected as Deputy Mayor** for the year as she had received 7 out of 11 votes.

**C 005/05/24**

The Council received Councillor K Bird's Declaration of Acceptance of Office form which was witnessed by the Town Clerk.

**C 006/05/24**

The new Deputy Mayor expressed her thanks for Councillors confidence in voting for her and hoped her previous experience would be useful. She gave a vote of thanks to the retiring Deputy Mayor Councillor J Sangster for doing an admirable job as Deputy during the last year.

## **APOLOGIES**

**C 007/05/24**

Apologies had been received from Councillors R Hughes.

## **PUBLIC SESSION**

**PUBLIC SESSION** *The discussion below is a short summary and is not recorded word for word.*

**C 008/05/24**

*Q: A member of the public had asked that the missing tree plaques from Vigo Road roundabout and recreation ground be replaced in January. This had not been done and the Council was asked for a reason why.*

*A. The task had been passed to the Deputy Clerk to handle, and she had been in contact with the member of the public and Test Valley Borough Council. The plaques had been ordered and available in the office for months.*

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- C 009/05/24** *An update would be requested. **Action: Cllr K Bird and Town Clerk.***  
*Q: a member of the public asked if the Town Council were able to chase either TVBC or HCC regarding the little white raised dots on the High Street which were a trip hazard.*  
*A: The Mayor replied that she intended to build a relationship with the Mayor of TVBC in order to work together for the same purposes, and would enquire what could be done.*
- C 010/05/24** *Q: A member of the public spoke in support of the agenda item no. 35. She explained that she had recently qualified as a River Fly Monitor, and that by doing so she was able to access data relating to the health of Andover's rivers which are monitored monthly. She was in favour of both the Environment Agency (EA) and Southern Water (SW) being invited to speak to the Council.*  
*A. The Mayor thanked the resident for her contribution and stated that Councillors would take her comments into account when deciding on the actions to take.*
- C 011/05/24** *Q: another member of the public spoke in relation to the same agenda item. He explained that he was also a River Fly Monitor and could confirm that the Chalk streams were not in a good condition, and were in fact in a worse state than the EA scoring system which compared the levels of vertebrates in the river to a base line score. Chalk stream should have a higher vertebrate score than normal streams, but this was not being taken into account, so the condition score was being artificially inflated. The resident gave more information on the health of the local rivers, but ultimately supported the Council's motion to press the EA and SW to comment and take action to clean up the rivers.*  
*A: The Mayor thanked the resident for his contribution and for taking the time to attend the meeting and provide detailed information which would be consider by Councillors.*

## EXTERNAL REPORTS

- C 012/05/24** No external reports had been received.

## INTERESTS

- C 013/05/24** Non-pecuniary declarations were received from:
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder and item 35.
  2. Councillor H Neate, as a plot holder at Ox Drove allotment site and item no. 34 on the agenda relating to Picket Piece

- C 014/05/24** Two members of the pubic left at 18.55

## MINUTES

- C 015/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor M Farren and **RESOLVED: FOR - 12, AGAINST - 0, ABSTENTIONS - 1**, that the Minutes of the Town Council Meeting held on 1<sup>st</sup> May 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. **Action: Town Clerk**

## CONTRACTUAL & DELEGATED PAYMENTS

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**C 016/05/24** Members received and noted the contractual and delegated payments that had been made in the period of 1<sup>st</sup> April 2024 to 14<sup>th</sup> May 2024, as per report detailed in back up [paper 7](#) on the agenda.

#### **PAYMENTS FOR APPROVAL**

**C 017/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the Payments requiring approval as per the report in agenda item 8 be approved. **Action: Town Clerk.**

#### **BANK RECONCILIATION**

**C 018/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: FOR – 12, AGAINST – 0, ABSTENTIONS – 1**, that the [Bank Statements and Bank Reconciliation](#) showing the following balances be approved:

- i. UTB 1 = £583,360.82
- ii. UTB 2 = £88,436.91
- iii. Redwood Bank = £87,674.56
- iv. Total = £759,472.29

**C 019/05/24** Councillor S Waue left the meeting at 18.57.

#### **CASHBOOK**

**C 020/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor T Gregory and **RESOLVED: Unanimously**, that the Cashbook showing the following balances be approved:

- i. Gross receipts to date = £199,135.00
- ii. Gross payments to date = £26,675.55

#### **BUDGET REPORT**

**C 021/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the [Budget](#) showing the net budget remaining of £166,285.02 be approved.

#### **EARMARKED RESERVES**

**C 022/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor T Gregory and **RESOLVED: Unanimously**, that the Earmarked Reserves as listed in the [report](#) be approved:

- i. Elections = £79,036.28
- ii. Allotments = £ 76,280.26
- iii. Christmas Lights = £ 12,591.74
- iv. Property Purchase = 102,000.00
- v. CIL Funds = £ 99,099.83

#### **EXTERNAL AUDIT PAPERS**

**C 023/05/24** Councillors considered the Conflict of Interest form that had been provided by the External Auditor BDO.  
It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that no councillors had any interest to declare

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and that the form should be completed by the Town Clerk after the meeting.

**Action: Town Clerk.**

## QUESTIONS FROM COUNCILLORS

**C 024/05/24** No written questions from Councillors had been received as per Standing Order 9 (i).

## CODE OF CONDUCT

**C 025/05/24** Councillors noted that the Code of Conduct will be reviewed at the next P&R meeting. **Action: Town Clerk.**

## STANDING ORDERS

**C 026/05/24** Councillors noted that the Standing Orders will be reviewed at the next P&R meeting. **Action: Town Clerk.**

## FINANCIAL REGULATIONS

**C 027/05/24** Councillors noted that NALC's template Financial Regulations had been recently updated and that it would be reviewed at the next P&R meeting along with the Scheme of Delegation. **Action: Town Clerk.**  
Councillors were asked to let the Clerk know of any issue they may have with the new template as soon as possible. **Action: All Councillors.**

## DELEGATION ARRANGEMENTS

**C 028/05/24** Councillor reviewed the current Council structure in terms of delegation to Committees and Working Groups. It was noted that the Scheme of Delegation would be reviewed in conjunction with the new Financial Regulations.

**C 029/05/24** It was proposed by Councillor S Hardstaff and seconded by Councillor M Farren to approve the current structure with the exception of changing the Allotments Committee to a working group. Councillors went into debate.  
Cllr J Hughes left the room at 19.04 and returned at 19.05.  
Cllr R Meyer left the room at 19.06 and returned at 19.08.  
A recorded vote was requested:

**FOR - 4** - Councillors Hardstaff, Neate, Bird and Farren.

**AGAINST - 5** - Councillors Cockaday, Gregori, J Hughes, Sangster and Kidd

**ABSTENTIONS - 4** - Councillors Reynolds, Gregory, K Hughes and Meyer.

The motion failed and Councillors returned to debate.

**C 030/05/24** It was proposed by Councillor L Gregori and seconded by Councillor J Hughes to amend the proposal to change the Community and Events Working Group into a Committee.

Councillors debated pro and cons of Working Groups and Committees. It was noted that Committees took up more officer time than Working Groups and would impact on officer productivity and resources. A vote was taken.

**FOR - 7** - Councillors Cockaday, Kidd, Meyer, J Hughes, K Hughes, Sangster, Gregori.

**AGAINST - 6** - Councillors Hardstaff, Neate, Farren, Reynolds, Gregory, and K Bird.

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## **ABSTENTIONS - 0**

The amendment was carried, and members proceeded to vote on the substantive motion.

**C 031/05/24**

It was proposed by Councillor L Gregori and seconded by Councillor K Hughes and was **RESOLVED: FOR - 7, AGAINST - 5, ABSTENTIONS - 1**, that the current structure, excepting the Community and Events Working Group which would be a Committee, would be approved. **Action: Town Clerk.**

## **TERMS OF REFERENCE**

**C 032/05/24**

Councillors noted that the Committees and Working Groups Terms of Reference will be reviewed at the next Full Council meeting in June. **Action: Town Clerk.**

## **RESPONSIBILITIES**

**C 033/05/24**

The Mayor asked Councillors to consider each other's skill sets and their own availability to attend committee meetings. Some Councillors stepped down from Committees and the schedule was amended. It would be published as soon as possible. **Action: Town Clerk.**

## **NEW COMMITTEES**

**C 034/05/24**

Councillors did not consider it necessary to appoint any further committees.

## **CONTRACTS**

**C 035/05/24**

It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the contract arrangements as per paper 22 on the agenda be approved.

## **CONTRACT LIAISON**

**C 036/05/24**

Councillors reviewed the list of representations and work with external bodies and who was responsible for each role. It was proposed by Councillor K Hughes and seconded by Councillor S Hardstaff and **RESOLVED: FOR - 12, AGAINST - 0, ABSTENTIONS - 1**, that the list would be approved with the addition that a councillor would attend the Test Valley Association of Town and Parish Councils meetings. No Councillor volunteered to take the role as official representative of the Council. The list would be updated. **Action: Town Clerk.**

## **INSURANCE**

**C 037/05/24**

Councillors noted the current insurance cover levels. A question was raised about the new allotment fencing. The Broker would be consulted. **Action: Town Clerk.**

## **SUBSCRIPTIONS**

**C 038/05/24**

It was proposed by Councillor K Bird and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that to renew the subscriptions to the National Allotment Society, HALC, NALC, ICO, NEST, LGPS, SLCC and CPRE. **Action: Town Clerk.**

## **POLICY REVIEWS**

**C 039/05/24**

Councillors noted that the Policy Schedule of Review. **Action: Deputy Clerk.**

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## SECTION 137

**C 040/05/24** Councillors noted that the Council had incurred no expenditure incurred under [s.137](#) of the Local Government Act 1972.

## MEETING DATES

**C 041/05/24** Councillors considered the schedule of meeting dates that had been suggested by the Town Clerk. It was proposed by Councillor M Farren and seconded by Councillor E Reynolds that the following dates be approved:

**Full Council** - Wednesday 29 May 2024, Wednesday 19 June 2024, Wednesday 10 July 2024, Wednesday 18 September 2024, Wednesday 23 October 2024, Wednesday 20 November 2024, Wednesday 15 January 2025, Wednesday 19 February 2025, Wednesday 19 March 2025, Wednesday 23 April 2025, Wednesday 21 May 2025,

**Policy and Resources Committee** - Wednesday 03 July 2024, Wednesday 06 November 2024, Wednesday 08 January 2025, Wednesday 09 April 2025

**Allotments Committee** - Wednesday 30 October 2024 & Wednesday 05 February 2025

**Planning Committee** – to continue every 3 weeks as per the current schedule.

**C 042/05/24** It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, to add two extra dates to the Allotments Committee.

**C 043/05/24** It was further proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: FOR – 9, AGAINST – 4, ABSTENTIONS – 0**, that the proposed dates be approved and two added for the Allotments Committee.

**Action: Town Clerk.**

**C 044/05/24** TVBC Councillor Z Brooks left the meeting at 8.01pm.

## CHRISTMAS TREE LIGHTS

**C 045/05/24** Councillors reviewed a report from the Community and Events Working Group to add tree lights to the Christmas Lights provision. It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, to purchase lights and a battery supply for the tree outside the Chantry Centre.

**Action: Deputy Clerk.**

**C 046/05/24** To apply for planning permission (if required) to leave the lights in the tree throughout the year. **Action: Deputy Clerk.**

## CHRISTMAS LIGHTS

**C 047/05/24** Councillors noted the report that had been provided giving an update on the Christmas Lights extension. It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, to approve the cost of £29,000 to install the required commando sockets to allow the new extension to take place.

**Action: Deputy Clerk.**

## CHRISTMAS CAROLS

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**C 048/05/24**

Councillors considered a recommendation from the Community and Events Working Group for an event on 12 December 2024 for 'Carols round the Christmas Tree'.  
It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that at budget of £350 be set for the event. Andover Town Band would be asked to play. **Action: Deputy Clerk**

**C 049/05/24**

Unity would be asked if a local charity might wish to serve hot chocolate and/or mulled wine for carollers. **Action: Deputy Clerk.**

**C 050/05/24**

A list of carols and Christmas songs would be collated and carol sheets would be printed. **Action: Deputy Clerk.**

#### **TRAIL TALE**

**C 051/05/24**

Councillors considered a recommendation from the Community and Events Working Group to contract with 'Trail Tale' for a mobile phone app designed to create a walking / activity trail around Andover. It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, to enter into the contract.  
**Action: Admin Assistant.**

**C 052/05/24**

The supplier would be asked if there is a way to see which Town in the Country use the audio facility. **Action: Admin Assistant.**

#### **WEBSITE SUPPLIER**

**C 053/05/24**

Councillors J Sangster, S Hardstaff, E Reynolds, J Hughes and M Farren had reviewed the following suppliers: Aubergine, Eyelid Productions, Hugofox, Blue Frontier, Wade Digital, Cloudy IT, Eldo.co.uk, The Local Marketing Company, Tickling Trout, Bear behind and iCandydesign.  
One of the suppliers had written to Councillors and it was requested that his comments be considered making a decision. A recorded vote was requested by Councillor M Farren.  
A recommendation to use EYELID PRODUCTIONS was proposed by Councillor J Sangster and seconded by Councillor S Hardstaff and **RESOLVED: FOR - 10** (Councillors Hardstaff, Cockaday, K Hughes, Gregori, Sangster, J Hughes, Kidd, Reynolds, Gregory and Neate), **AGAINST - 2**, (Councillors Meyer and Farren), **ABSTENTIONS - 1**, (Councillor Bird.) that: Eyelid Productions be appointed to create the new Town Council website. **Action: Town Clerk.**

**C 054/05/24**

The back up paper would be amended to remove Councillor K Bird from the reviewing panel. **Action: Town Clerk.**

#### **PICKET PIECE**

**C 055/05/24**

The Mayor advised Council that she had spoken with the Monitoring Officer at TVBC, who had confirmed that she did not have a pecuniary interest in the project. The Council had however considered the position of the Mayor being involved, and this had been noted in the Risk Assessment for the project.

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- C 056/05/24** Councillors noted the draft survey results that had been produced by the Town Clerk and Councillor T Gregory Officers and verified by the Town Council's internal auditors.
- C 057/05/24** It was proposed by Councillor K Hughes and seconded by Councillor J Sangster that the survey results be approved if amended to show the amount of respondents versus the amount that could have responded. It was **RESOLVED: FOR – 11, AGAINST – 1, ABSTENTIONS – 1**, to accept the results with the relevant amendment. The report would be published on the website. **Action: Town Clerk**
- C 058/05/24** Councillors moved on to discuss the Community Ownership Fund application. It was proposed by Councillor H Neate and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that officers would prepare the application for approval at the next Council meeting. **Action: Town Clerk.**
- C 059/05/24** The Mayor asked if Councillors would prefer a quick comfort break. It was proposed by Councillor K Bird and seconded by Councillor R Meyer and **RESOLVED: Unanimously**, to have a ten minute break and then to extend the meeting by a further thirty minutes.

## WATER TANKERS

- C 060/05/24** The meeting restarted at 20.35.
- C 061/05/24** Councillors thanked the two members of the public who had voiced their concerns and given information in the earlier part of the meeting, then proceeded to debate the first motion that had been proposed by Councillor L Gregori and seconded by Councillor E Reynolds as per the back-up paper.
- C 062/05/24** It was proposed by Cllr L Gregori and seconded by Councillor E Reynolds M Farren and **RESOLVED: Unanimously**, that the first motion be approved, and that Southern Water and the Environment Agency would be invited to brief the Town Council. **Action: Town Clerk.**
- C 063/05/24** Councillor R Meyer left the meeting at 8.40pm.
- C 064/05/24** It was proposed by Cllr Kevin Hughes and seconded by Councillor M Farren and **RESOLVED: FOR – 12, AGAINST – 1, ABSTENTIONS – 0**, that the second original motion be amended to delete the words "and positively view any".
- C 065/05/24** Councillors then considered the substantive motion, and It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and **RESOLVED: FOR – 12, AGAINST – 1, ABSTENTIONS – 0**, that the Town Council will invite grant applications from citizen scientist projects to monitor the health of our waterways within the parish. **Action: Admin Assistant.**

## COUNCILLOR REPORTS

- C 066/05/24** No reports were given.
- C 067/05/24** Councillor R Meyer left at 8.46pm.

## FUTURE ITEMS

- C 068/05/24** There were no items requested by Councillors for inclusion on future agendas.

## NEXT MEETING

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- C 069/05/24** Members noted that the date of the next meeting would be Wednesday 29th May 2024 for an extra ordinary meeting. Councillor J Hughes gave his apologies in advance.
- C 070/05/24** The next scheduled Full Council meeting would be **Wednesday 19th June 2024** to be held at **The Lights**, Andover, at 6.30pm.

**MEETING CLOSURE**

- C 071/05/24** The Town Mayor closed the meeting at **20.47 pm**.

DRAFT

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