



Time and date

6.30pm on Wednesday **7 May 2025**

Place

Upper Guildhall, Andover

Councillors Present:		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 J Goodwin	✓
Cllr S Hardstaff	✓		Cllr A Horsnell	✓		Cllr J Hughes	✓ 6.32pm
Cllr K Hughes	✓		Cllr R Hughes	✓		Cllr R Kidd	x
Cllr R Meyer	x		Cllr E Reynolds	✓		Cllr T Burley	✓
Cllr G Walters	✓		Cllr L Gregori	✓			

Officers Present:	Tor Warburton (Acting Town Clerk) Micha Young (Acting Deputy TC/RFO) Started at 6:30pm
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Members of the Public:	1
County/Borough Councillors:	Councillor Z Brooks
Members of the Press:	1

ELECTION OF TOWN MAYOR

C001/05/25 It was proposed by Councillor J Cockaday and seconded by Councillor L Gregori that Councillor Heather Neate be re-elected as Town Mayor. A vote was taken by show of hands as per Standing Orders and **RESOLVED: Unanimously**, that **Councillor Heather Neate be re-elected as Town Mayor** for the Municipal Year 2025/2026. The Town Mayor expressed her gratitude and delight at the opportunity to continue serving as Town Mayor for another year.

ELECTION OF DEPUTY TOWN MAYOR

C002/05/25 It was proposed by Councillor S Hardstaff and seconded by Councillor A Horsnell that Councillor Katherine Bird be re-elected as Deputy Town Mayor. The Town Mayor asked if there were any more nominations and Councillor R Hughes proposed and Councillor M Farren seconded that Councillor Tony Burley be elected as Deputy Town Mayor. As two proposals had been made, Councillors were instructed to vote on the nominees in alphabetical order. Each Councillor had one vote each. Votes were taken by a show of hands. The results were:

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Councillor Katherine Bird = 6 votes

Councillor Tony Burley = 7 votes

It was **RESOLVED:** That **Councillor Tony Burley be elected as Deputy Town Mayor** for the Municipal Year 2025/2026.

PUBLIC SESSION

C003/05/25 There were no comments received from Members of the Public present at the meeting.

APOLOGIES

C004/05/25 There were no apologies received.

MAYOR'S ANNOUNCEMENTS

C005/05/25 On 27 April, I joined many other people at A-Fest in the town and it looked to be a very successful and well-attended event, in spring sunshine. I look forward to seeing the grant funding report in due course.
On 29 April, I attended the public consultation of Bloor Homes's proposed submission for outline planning permission, to develop land at Smannell Road. We have spoken about looking at this proposal in more detail at a future meeting.
I am still chasing Andover Police regarding the attempted early morning raid on the local shop.

EXTERNAL REPORTS

C006/05/25 **Councillor L Gregori:**
Hard work is continuing on the local plan and it is hoped that in a couple of weeks, we hope to see a substantive update on how an additional 90% housing will be found within the borough.
Today, I attended the local Policing conference in Hedge End. Interesting to see that the Police and Crime Commissioner (PCC) priorities for 2025 were Speeding and Road Safety, Business Crime and Rural Crime.
I have had lengthy discussions with the PCC regarding Autospeedwatch Scheme. Hampshire, Gloucestershire and Avon & Somerset were interested in the scheme.
There will need to be a meeting to discuss the legalities prior to implementation in the future, should they decide to proceed with it.

Councillor R Hughes:

I attended the Local Plan meeting. There was a brief update on Devolution.
As far as the Local plan goes, the additional numbers imposed by the Government for Test Valley, means we no longer have a 5 year land supply. Without a 5 year supply, we are under threat from any developer that wants to develop a piece of land and threat to open spaces.

Town Mayor:

Thank you and you will be aware that all of the things that you have raised tonight are on our Business Plan. Thank you very much for your reports.

INTERESTS

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- C007/05/25** Non-pecuniary declarations were received from:
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.

MINUTES

- C008/05/25** It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the [Minutes](#) of the Town Council Meeting held on 23 April 2025, be accepted and signed by the Chairman as a correct record of the meeting.

- C009/05/25** The following Council/Committee Minutes were received and noted:

- [Full Council](#): 19 March 2025
- [HR Sub-Committee](#): 20 March 2025
- [Planning Committee](#): 7 April 2025
- [Policy and Resources Committee](#): 9 April 2025
- [Allotments Committee](#): 5 February 2025

CONTRACTUAL & DELEGATED PAYMENTS

- C010/05/25** Councillors received and noted the contractual and delegated [payments](#) that had been made in the period of from: 1 April 2025 to 30 April 2025.

PAYMENTS FOR APPROVAL

- C011/05/25** Members noted that there were no payments made above the RFO's delegated authority.

FINANCE

- C012/05/25** It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the following reports, be approved:
- [Bank Statements & Bank Reconciliation](#)
 - [Cashbook](#)
 - [Earmarked Reserves](#)
 - [Financial Comparison](#) to date

EXTERNAL AUDIT PAPERS

- C013/05/25** Members confirmed that Andover Town Council had no conflict of interests for External Auditor BDO and that the Town Mayor would sign the declaration.

CODE OF CONDUCT

- C014/05/25** It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the [Code of Conduct](#), as recommended by Policy and Resources Committee, be approved with the comments below:
- Throughout the document, remove he/she/they and replace with they or their as appropriate.
 - Ensure that formatting is consistent (i.e. brackets removed etc.)
 - Ensure that abbreviations are explained in full throughout the document.

STANDING ORDERS

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- C015/05/25** Members considered the Policy and Resources recommendations to re-adopt the NALC model Standing Orders with the amendments, as detailed in the attached report.
- C016/05/25** It was proposed by Councillor R Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the amendments to sections 14a – c and 18a(V) – 18f, be approved.
- C017/05/25** It was proposed by Councillor S Hardstaff and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that section 14d as is, be approved.
- C018/05/25** It was proposed by Councillor R Hughes and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that section 9i with the amendment of (4) clear days to (2) clear days, be approved.
- C019/05/25** It was proposed by Councillor K Bird and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 13, AGAINST – 1, ABSTENTIONS – 0**, that the updated wording for section 8, be approved.
- C020/05/25** It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the amendments to sections 30, 3p, 5e, 5g, 5j, 15b(xv), 19b, front cover and introduction, be approved.
- C021/05/25** It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that Paragraph 4.e.(v) relating to Substitute Members, be removed.
- C022/05/25** It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that Paragraph 4.e.(vi) relating to Selection of Committee chairs/vice-chairs, be amended to read, “shall permit a committee to appoint its own chair/vice-chair at the first meeting of the committee.”
- C023/05/25** It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that Policy and Resources recommendations to re-adopt the NALC model Standing Orders with the approved [amendments](#), be approved.

FINANCIAL REGULATIONS

- C024/05/25** Members considered the Policy and Resources Committee’s recommendations to re-adopt the NALC model Financial Regulations, with the amendments, as detailed in the attached report.
- C025/05/25** It was proposed by Councillor K Bird and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the amendments to sections 5.4, 5.7, 5.11, 1.7, and 15, be approved.
- C026/05/25** It was proposed by Councillor K Bird and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that Policy and Resources recommendations to re-adopt the NALC model Financial Regulations, with the approved [amendments](#), be approved.

DELEGATION ARRANGEMENTS

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C027/05/25 Members noted that the [Scheme of Delegation](#) would be reviewed when a new Town Clerk had been appointed and in line with any changes made to the Financial Regulations or Terms of Reference.

TERMS OF REFERENCE

C028/05/25 Members reviewed the Terms of Reference for each committee and went into debate. The Town Mayor proposed amendments to each Committee's Terms of Reference to include a reference to the adopted Andover Town Council Business Plan 2025–2027. These amendments highlight each Committee's responsibility for monitoring progress against the actions assigned to them and ensuring value for money, as outlined in the Business Plan, which was approved by Full Council on 19 March 2025 under resolutions C409/03/25, C420/03/25, and C413/03/25.

C029/05/25 An amendment to the reference was proposed by Councillor L Gregori and seconded by Councillor G Walters and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTIONS – 4**, that the reference be changed to read, "The Committee should have due regard to the Business Plan and act within its intent in its area of competence" be approved.

C030/05/25 It was proposed by Councillor R Hughes that the maximum number of members on each committee be changed as follows:

- Policy and Resources Committee be amended to 12 with a quorum of 4
- Community and Events Committee be amended to 10 with a quorum of 4
- Allotments Committee remain unchanged at 9 with a quorum of 3
- Planning Committee remain unchanged at 9 with a quorum of 3

It was seconded by Councillor K Hughes and **RESOLVED: FOR – 6, AGAINST – 6, ABSTENTIONS – 1**. The Town Mayor used their casting vote and voted for the proposal.

Motion carried.

C031/05/25 Councillor S Hardstaff raised a Point of Order that the HR Sub-Committee members are elected by the Policy and Resources Committee.

C032/05/25 It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the Democratic Structure with the approved amendments (C030/05/25), be approved.

C033/05/25 It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and **RESOLVED: FOR -12, AGAINST – 1, ABSTENTIONS – 0**, that all the Committees' Terms of References, with the additional wording of "The Committee should have due regard to the Business Plan and act within its intent in its area of competence" be approved.

RESPONSIBILITIES

C034/05/25 It was noted that all Members had expressed their [Committee membership](#) preferences.

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NEW COMMITTEES

C035/05/25 It was noted that there were no recommendations for new committees.

DECLARATIONS OF INTERESTS

C036/05/25 It was noted that all Members' Declarations of Interests were up to date. Two Members separately mentioned a possible amendment may be required. Officers would send new forms for their completion and return.

CONTRACTS

C037/05/25 It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the current [contract arrangements](#) be accepted and approved.

CONTRACTS LIAISONS

C038/05/25 (Councillor K Hughes left the meeting at 7.31pm)
It was proposed by Councillor R Hughes and seconded by Councillor G Walters and **RESOLVED: Unanimously**, that the [Contract Liaison](#) representation for TVATPC remain unchanged with Councillors K Bird, L Gregori and S Hardstaff as reserve, be accepted.

C039/05/25 It was proposed by Councillor T Burley and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the Contract Liaison representation be approved.
(Councillor K Hughes rejoined the meeting at 7.33pm)

INSURANCE

C040/05/25 Members noted that current insurance cover was held by Andover Town Council.
C041/05/25 It was also noted that the current insurance level of cover had been reviewed and approved at a previous Full Council meeting (C416/03/25).

SUBSCRIPTIONS

C042/05/25 It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Town Council's [subscriptions](#) to other bodies, be re-confirmed.

POLICY REVIEWS

C043/05/25 It was proposed by Councillor H Neate and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 10, AGAINST – 1, ABSTENTIONS – 3**, that Policy Review be overseen by a small working group, in line with the commitment "to ensure they are simple, straightforward and not unduly bureaucratic", be approved.

C044/05/25 Members noted that a detailed report would be brought to the meeting on 18 June 2025.

CORPORATE RISK ASSESSMENT

C045/05/25 Members reviewed the [Corporate Risk Assessment](#).

C046/05/25 It was proposed by Councillor H Neate and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the Corporate Risk Assessment be approved.

TRAINING

C047/05/25 Members noted the [training](#) courses, with dates, that had been booked for them.

C048/05/25 The Town Mayor instructed Officers to research dedicated Social Media training, ascertain funding available for it and a report to be brought to a Policy and Resources Committee meeting.

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SECTION 137

C049/05/25 Members received a [Section 137](#) report and noted the Town Council's expenditure incurred under Section 137.

GENERAL POWER OF COMPETENCE (GPC)

C050/05/25 It was noted that Andover Town Council no longer fulfilled the criteria for General Power of Competence (GPC), however, all existing projects could continue under GPC. For any new projects, the Town Council would ensure that legislative powers would be used for expenditure to avoid any challenge, until the GPC criteria had been reached again.

VE DAY UPDATE

C051/05/25 Members received an [update report](#) from the Community and Events Officer, which was spoken to by Councillor K. Bird.

COUNCILLOR REPORTS

C052/05/25 Councillor G Walters:

I attended the public consultation of Bloor Homes in Picket Piece. On 6 May, I attended the Andrew Middleton of A.C.E. meeting which was about showing support for local businesses. Potential business owners have found rental costs to be non-negotiable.

C053/05/25 Councillor J Cockaday:

I also visited the Bloor Homes public consultation in Picket Piece.

C054/05/25 Councillor M Farren:

I have been pursuing ongoing issues with car parking in the Millway Ward.

C055/05/25 Councillor T Burley:

I had also attended the Bloor Homes presentation in Picket Piece.

C056/05/25 Councillor S Hardstaff:

I attended the Bloor Homes presentation in Picket Piece.

C057/05/25 Councillor R Hughes:

I have been pursuing the issue of carparking on the estates, i.e. King Arthur Way. It is astonishing the number of vehicles parked that are not insured, taxed or have engines inside. I've spoken to the Community Organiser for the area to be investigated.

C058/05/25 Councillor E Reynolds:

DVLA have been clamping vehicles.

I've been working with the Allotment Officer to ensure that the works plans are being completed.

FUTURE ITEMS

C059/05/25 The following items were requested to be added:

- Food Waste Presentation from environmental Services.
- An update on the presentation of the Town Plan.

NEXT MEETING

C060/05/25 Members noted that the date of the next Full Council meeting would be **Wednesday 18 June 2025, at The Upper Guildhall, Andover, at 6.30pm.**

MEETING CLOSURE

C061/05/25 The Town Mayor closed the meeting at **8.01pm.**

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