



**Time and date**

6.30pm on Wednesday **20 November 2024**

**Place**

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 S Hardstaff	✓		Cllr J Hughes	✓		Cllr K Hughes	✓
Cllr R Hughes	✓		Cllr R Kidd	X		Cllr R Meyer	✓
Cllr E Reynolds	✓		Cllr J Sangster	✓			

<b>Officers Present:</b>	Tor Warburton (Deputy Town Clerk) Leah Walsh (ATC Staff) Started at 6:30pm
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<b>Members of the Public:</b>	9
<b>County/Borough Councillors:</b>	Councillor Z Brooks, Councillor D Drew (6.43pm)
<b>Members of the Press:</b>	0

## PUBLIC SESSION

**C 297/11/24** A member of Public wished good luck to the candidates for co-option. The Council was thanked for their contribution towards the prizes for the Halloween event. Congratulations and thanks were given to the Christmas Light provision. The BID Manager introduced the Andover Maps that the BID had produced with money donated by Andover Town Council.

## APOLOGIES

**C 298/11/24** Apologies had been received from Councillor T Gregory.

## CO-OPTION

**C 299/11/24** Councillor L Gregori declared an interest with one of the candidates and withdrew from voting.  
(Councillor L Gregori left the meeting at 6.37pm)  
No further declarations were made.

The Acting Town Clerk confirmed that advice had been sought on the co-option procedure, and that it had been found to be a robust and correct way of proceeding.

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....

The Acting Town Clerk reminded members that they must approach the co-option with an open mind.

The procedure that was outlined was:

All candidates will leave the room and will be called in individually, in alphabetical order, to deliver a 3-minute speech on their reasons for applying. Once the candidate has delivered their speech, they will take a seat in the Council room and the next candidate will be called in. Once all candidates have spoken the members will vote.

As per Standing Order:

8 (a) 8. VOTING ON APPOINTMENTS a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.

A tie in votes may be settled by the casting vote exercisable by the Town Mayor or Chairman of the meeting.

***(NB an absolute majority is between two candidates where the winning candidate has the majority of votes)***

Voting will be by show of hands and applicants will remain in the room. The Town Mayor will conduct the vote in alphabetical order by asking for a show of hands in favour of each candidate. **Each member will have one vote per round.**

At the end of the first round of voting the candidate with the lowest number of votes will be eliminated and second round of voting shall take place in alphabetical order.

If two candidates tie with the lowest votes, they will both be eliminated and the voting will continue with the remaining candidates.

This will continue until two candidates are left, these winning candidates will then sign the Declaration of Acceptance of Office and join the Council meeting.

The vacancies will be awarded to the winning candidates in alphabetical order.

The candidates left the room at 6.41pm and were invited back into the meeting room separately, to speak to their applications.

Andrew Horsnell spoke for 2.45 minutes.

James Norris spoke for 2.30 minutes.

James Stevens spoke for 3 minutes.

Graham Walters spoke for 3 minutes

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Mayor / Chairman: ..... Date: .....

The vote was taken as follows:

	Andrew Horsnell	James Norris	James Stevens	Graham Walters
Cllr J Hughes	a			
Cllr S Hardstaff		a		
Cllr J Cockaday	a			
Cllr M Farren	a			
Cllr K Hughes				a
Cllr L Gregori				
Cllr R Hughes				a
Cllr R Meyer				a
Cllr J Sangster	a			
Cllr E Reynolds	a			
Cllr K Bird	a			
Cllr H Neate			a	
Total	6	1	1	3

- Andrew Horsnell won and took St Mary's Ward.
- Graham Walters won and took Millway Ward.

The winning candidates signed their Declaration of Acceptance of Office and joined the Council for the remainder of the meeting.

## MAYOR'S ANNOUNCEMENTS

### C 300/11/24

The Town Mayor made the following announcements:

- The Town Mayor attended the Andover Town Band Remembrance Concert and found it to be very touching.
- The Town Mayor, accompanied by the Deputy Town Mayor, attended the Remembrance Sunday Service at St Mary's Church, Andover, which was very moving.
- The Town Mayor noted that Councillor T Gregory had resigned and thanked him for his commitment.
- The Town Mayor noted that Councillors M Farren and R Kidd would join her to meet with Kit Malthouse.
- The Town Mayor reminded Members about the consultation regarding the development of plot 90 Walworth Road.

## EXTERNAL REPORTS

### C 301/11/24

#### **Councillor D Drew**

He spoke about his report, which had already been circulated to all Members prior to the meeting.

Also, the responsible Councillor for the Borough for rubbish collection.

#### **Councillor S Hardstaff**

Asked a question regarding recycling, why was it not started quicker.

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Mayor / Chairman: ..... Date: .....

**Councillor L Gregori**

Asked a question regarding the budget; what are residents going to get regarding cuts to services. He urged Councillor Drew to review his emails.

Commented about larger houses for bigger families with Special Educational Needs. Dog mess was also a problem and pointed out the need to get Dog Wardens to take more of a proactive role. Potholes were a continuing problem.

**Councillor G Walters**

Asked whether there was anything in the schedule for drain clearance.

**Councillor Z Brooks**

Asked that she be made aware of any problems within Millway Ward and she would help to get them reported. Councillor Brooks also stated that she would keep the Town Council updated with the station redevelopment.

**Councillor J Sangster**

Attended Remembrance Sunday and felt it to be very special.

**INTERESTS**

**C 302/11/24**

Non-pecuniary declarations were received from:

- 1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
- 2. Councillor H Neate, as a plot holder at Ox Drove allotment site.

**MINUTES**

**C 303/11/24**

It was proposed by Councillor E Reynolds and seconded by Councillor J Sangster and **RESOLVED: FOR -13, AGAINST - 0, ABSTENTION - 1**, that the Minutes of the Town Council Meeting held on 23 October 2024, be accepted and signed by the Chairman as a correct record of the meeting.

**CONTRACTUAL & DELEGATED PAYMENTS**

**C 304/11/24**

Councillors received and noted the contractual and delegated payments that had been made in the period of 18<sup>th</sup> October 2024 to 14<sup>th</sup> November 2024. There were no comments.

**PAYMENTS FOR APPROVAL**

**C 305/11/24**

Councillors **noted** that there were no payments made above the RFO's delegated authority up to the 14<sup>th</sup> November 2024.

**BANK RECONCILIATION**

**C 306/11/24**

It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the Bank Statements and Bank Reconciliation, be approved.

**CASHBOOK**

**C 307/11/24**

It was proposed by Councillor J Sangster and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the Cashbook presented be approved. There were no comments.

**BUDGET**

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**C 308/11/24** It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the Budget Report be approved.

#### **EARMARKED RESERVES**

**C 309/11/24** It was proposed by Councillor S Hardstaff and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the Earmarked Reserves be approved.

#### **CODE OF CONDUCT**

**C 310/11/24** Councillor L Gregori raised a concern that the Code of Conduct was not thorough enough and focused mainly on Financial Conduct. Members were reminded that it was specifically decided to adopt a Code of Conduct more in line with Test Valley Borough Council (TVBC), to alleviate any such issues.  
It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the Code of Conduct be approved as is and reviewed in due course.

#### **HR SUB-COMMITTEE TERMS OF REFERENCE**

**C 311/11/24** It was proposed by Councillor K Bird and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the HR Sub-Committee Terms of Reference, as recommended by the Policy and Resources Committee, be approved.

#### **MEETING SCHEDULE**

**C 312/11/24** It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and **RESOLVED: Unanimously**, that the Meeting Schedule for 2025/2026 be approved.

#### **WORKING GROUP POLICY**

**C 313/11/24** Members reviewed the Working Group Policy, as approved by the Policy and Resources Committee.  
A discussion was had regarding the need for Officer support at working group meetings. It was agreed that Officer support would be needed, as appropriate, and the Acting Town Clerk would oversee the need.  
An amendment to the Working Group Policy was proposed by Councillor H Neate that the 'as appropriate' be added after 'Officer support.' Councillor L Gregori seconded, and it was **RESOLVED: Unanimously**.

Members returned to the substantive motion.

It was proposed by Councillor H Neate and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the Working Group Policy, with the amendment, be approved.

#### **ADVERTISING**

**C 314/11/24** A discussion was had regarding advertising in the Andover Advertiser and the Andover Gazette, to better promote Andover Town Council and the work it does.  
It was proposed by Councillor S Hardstaff and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that it be referred to the Policy and Resources Committee via the Business Plan Working Group.

#### **REMOTE ATTENDANCE AND PROXY VOTING**

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Mayor / Chairman: ..... Date: .....

**C 315/11/24**

It was proposed by Councillor H Neate and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the Acting Town Clerk, Councillor H Neate and Councillor J Hughes would work on a response to the Government consultation for all Councillors to review, via email.

**CREDIT CARD**

**C 316/11/24**

Members received and considered a report on the application for a Credit card for Andover Town Council.  
Option 1 was preferred, which was a pre-paid card, that required no credit and would be pre-loaded with funds as required. It was referred to the Officers for implementation.

**POLICY**

**C 316/11/24**

It was proposed by Councillor J Hughes and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that the Grants Policy, as recommended by the Policy and Resources Committee, be approved.

**ANDOVER TOWN COUNCIL NOTICEBOARD**

**C 317/11/24**

It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that the work to renovate the Town Council's noticeboard be approved.

**AUTOSPEEDWATCH**

**C 318/11/24**

Members noted that project Autospeedwatch was no longer being pursued.

**CHRISTMAS OFFICE CLOSURE**

**C 319/11/24**

Members noted that the Office would be closed from midday on Friday 20 December 2024 to Monday 6 January 2025, for Christmas and New Year.

**LGS PAY AGREEMENT 2024/2025**

**C 320/11/24**

Members noted that the annual statutory pay had been agreed and awarded.

**COUNCILLOR REPORTS**

**C 321/11/24**

**Councillor M Farren**

The road from Garden Centre towards Burghclere Down has a problem with cars speeding on it. As it is not in the Parish of Andover he will be approaching the relevant Councillor at TVBC.

**Councillor K Bird**

Delighted to attend the Kings Award presentation to Optibac. Really good event. Accompanied the Town Mayor for the Remembrance Service.

**Councillor S Hardstaff**

Dealing with Hampshire County Council (HCC) regarding the flooding on Cricketers Way. HCC will come and clean the drains.

Aster will be looking at the pedestrian paths that require repair.

Had reported the grass verges near Roman Way School and the cut through from Roman Road to Lillywhite Road.

**Councillor J Hughes**

Attended Yellow Brick Road in a personal capacity and was updated on the initiative. Voices of the Youth.

**FUTURE ITEMS**

**C 322/11/24**

There were no verbal requests received from the Members to be considered at the next Full Council meeting.

**NEXT MEETING**

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Mayor / Chairman: ..... Date: .....

**C 323/11/24**

Members noted that the date of the next Full Council meeting would be **Wednesday 15 January 2025**, to be held at **The Upper Guildhall, Andover**, at **6.30pm**.

**MEETING CLOSURE**

**C 324/11/24**

The Town Mayor closed the meeting at **8.20pm**.

Signed as a true and accurate record of the meeting

Mayor / Chairman: ..... Date: .....