



Time and date

6.30pm on Wednesday **19 June 2024**

Place

The Lights, Andover

Councillors Present:

Arrival time noted if after meeting start

Cllr H Neate	✗	Cllr K Bird	✓		
(Town Mayor)		(Deputy Town Mayor)			
Cllr J Cockaday	✓	Cllr M Farren	✓	Cllr L Gregori	✗
Cllr T Gregory	✗	Cllr S Hardstaff	✓	Cllr J Hughes	✓
Cllr K Hughes	✓	Cllr R Hughes	✓	Cllr R Kidd	✓
	18:35	Cllr R Meyer	✗	Cllr E Reynolds	✓
Cllr M McGarry	✗	Cllr S Waue	✗		
Cllr J Sangster	✓				

Officers Present:

Gail Foster (Town Clerk)

Members of the Public:

3

County/Borough Councillors:

Councillor Z Brooks

Members of the Press:

1

PUBLIC SESSION

C 117/06/24

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

A member of the public spoke to advise Councillors that he was attending on behalf of the Saxon Fields & Artists Way Community Association, whose grant application was item no. 24b on the agenda.

He offered to answer any of councillors' questions.

APOLOGIES

C 118/06/24

Apologies had been received from Councillors H Neate, L Gregori and T Gregory.

MAYOR'S ANNOUNCEMENTS

C 119/06/24

The Deputy Mayor reported that as the Town Mayor was away, she was delighted to attend the Borough Civic and D-Day Anniversary Service at St Mary's Church, and then light the Commemorative Beacon in the Memorial Garden. Both events were well attended, and it was an honour to represent the town at this important event.

EXTERNAL REPORTS

C 120/06/24

TVBC Councillor Z Brooks had nothing to report.

Signed as a true and accurate record of the meeting.

Mayor / Chairman: Date:

INTERESTS

C 121/06/24

Non-pecuniary declarations were received from:

1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder and loosely in item 18 (Picket Twenty Allotment site handover) and item 19 (Allotment committee running) on the agenda.
2. Cllr J Hughes as a service user of More Education, who had a Grant Application for review under item 24a on the agenda.

Pecuniary declarations were received. from:

3. The Town Clerk advised that she wished to give some extra clarity on the Grant Application from Saxon Fields and Artists Way Community Association. There was a possibility that her company might be asked to take some alpacas to the event, and therefore there is a possibility that the company might be paid for this. As of the meeting time, there was no formal or informal agreement in place. Whilst the Town Clerk had no influence on Councillors' decision on grant applications, she wished to be completely transparent about her possible future involvement in the event.

C 122/06/24

The Deputy Mayor decided to vary the order of the items on the agenda and brought forward the Grant Application reviews in order that the member of the public need not wait until the end of the meeting.

GRANT APPLICATIONS – SAXON FIELDS & ARTISTS WAY COMMUNITY ASSOCIATION

C 123/06/24

Members considered the papers and an extra spreadsheet of costs that had been provided by the applicant, and which was displayed on the overhead screen. Cllr E Reynolds thought the papers showed the Funday would be a well-run event, it was not the first one, and he wished the organisers every success.

C 124/06/24

Councillor K Hughes joined the meeting at 18.35.

C 125/06/24

It was proposed by Councillor J Hughes and seconded by Councillor R Hughes and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTIONS – 1**, that the Standing Orders be set aside to allow the applicant to answer questions.

C 126/06/24

It was confirmed that the applicants' grant application to TVBC had been approved in full. The applicant spoke to give a brief history of his 40+ years' experience of fund raising in the local area. The organisers of the Funday had a wish that the events they were holding annually would soon become self-funding and cease to require outside support or grant applications.

C 127/06/24

It was questioned whether the organisation had considered becoming a charity and it was confirmed that this was a longer-term aim that was being looked into. It was further confirmed that none of the organising committee took any money from the association in terms of salary or payment. Over the 40 years that the applicant had been running community events, he had never paid any committee member or himself.

C 128/06/24

The Deputy Mayor thanked the member of the public for answering questions and it was proposed by Councillor R Hughes and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the Standing Orders be re-instated.

C 129/06/24

It was proposed by Councillor E Reynolds and seconded by Councillor R Hughes and **RESOLVED: FOR – 9, AGAINST – 0, ABSTENTIONS – 1**, that the grant application for £960 be approved. The payment would be made as soon as possible. **Action: Town Clerk.**

Signed as a true and accurate record of the meeting.

Mayor / Chairman: Date:

C 130/06/24 The Grant response process would be followed: **Action: Admin Assistant & Deputy Responsible Financial Officer.**

GRANT APPLICATIONS – MORE EDUCATION

C 131/06/24 Cllr R Hughes noted that the applicant had not obtained 3 quotes for furniture and questioned if the organisation was prioritising achieving best value.

C 132/06/24 It was proposed by Councillor E Reynolds and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 8, AGAINST – 1, ABSTENTIONS – 1**, that the grant application for £5,596.25 be approved. The payment would be made as soon as possible. **Action: Town Clerk.**

C 133/06/24 The organisation would be written to and asked to ensure that value for money was a consideration when choosing equipment suppliers. **Action: Town Clerk.**

C 134/06/24 The Grant response process would be followed: **Action: Admin Assistant & Deputy Responsible Financial Officer.**

C 135/06/24 Councillor M Farren left the room at 18.46 followed by two members of the public.

MINUTES

C 136/06/24 It was proposed by Councillor S Hardstaff and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the Minutes of the Town Council Meetings held on [22nd May 2024](#) and [29th May 2024](#) be signed by the Deputy Mayor as a correct record, as soon as possible after the meeting had closed. **Action: Town Clerk.**

C 137/06/24 Councillor M Farren returned to the room at 18.48.

CONTRACTUAL & DELEGATED PAYMENTS

C 138/06/24 Members received and noted the contractual and delegated payments that had been made in the period of 15TH May to 11th June 2024, as per report detailed in back up [paper 7](#) on the agenda.

PAYMENTS FOR APPROVAL

C 139/06/24 It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Payment requiring approval as per the report in [agenda item 8](#) be approved. A payment to Electrical Testing Ltd of £5,040.00 would be made. **Action: Town Clerk.**

BANK RECONCILIATION

C 140/06/24 It was proposed by Councillor S Hardstaff and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the Bank Statements and [Bank Reconciliation](#) showing the following balances be approved:

- i. UTB 1 = £544,410.61
- ii. UTB 2 = £88,436.91
- iii. Redwood Bank = £87,913.03
- iv. Total = £720,760.55

CASHBOOK

C 141/06/24 It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the [Cashbook](#) showing the following balances be approved:

- i. Gross receipts to date = £200,361.18
- ii. Gross payments to date = £66,613.47

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Mayor / Chairman: Date:

BUDGET REPORT

C 142/06/24 It was proposed by Councillor S Hardstaff and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Budget report showing the net budget remaining of £71,667.75 approved.

EARMARKED RESERVES

C 143/06/24 It was proposed by Councillor S Hardstaff and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the Earmarked Reserves as listed in the report be approved:

- i. Elections = £79,036.28
- ii. Allotments = £ 17,796.26
- iii. Christmas Lights = £ 12,591.74
- iv. Property Purchase = 102,000.00
- v. CIL Funds = £ 99,099.83

C 144/06/24 Cllr R Hughes asked that an agenda item be consider at the next meeting to review the Property Purchase EMR and consider if a virement from General Reserves would be appropriate. **Action: Town Clerk.**

QUESTIONS FROM COUNCILLORS

C 145/06/24 No written questions had been received.

TERMS OF REFERENCE

C 146/06/24 It was noted that the Planning Committee had not met as planned on 17th June and therefore the Terms of Reference for the Committee had not been reviewed. It was proposed by Councillor K Bird and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the agenda item be deferred until the Committee had made comment on the document. **Action: Town Clerk.**

WORKING GROUP PROTOCOL

C 147/06/24 It was noted that the suggestion for a templated Terms of Reference for working groups had been suggested by Cllr H Neate. The Deputy Mayor explained that a meeting between herself, Cllr H Neate and the Town Clerk had not been possible and therefore a document was not ready for review. It was proposed by Councillor E Reynolds and seconded by Councillor J Sangster and **RESOLVED: Unanimously**, that the agenda item be deferred until a draft document had been prepared. **Action: Town Clerk and Cllrs Neate and Bird.**

C 148/06/24 Councillor R Kidd left the room at 18.59.

MEMBER RESPONSIBILITIES

C 149/06/24 Councillors reviewed the table detailing which councillors had volunteered for committees and Working Groups. A number of additions were made.

C 150/06/24 Councillor K Hughes left the room at 19.05 and returned at 19.07.

C 151/06/24 It was proposed by Councillor J Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the revised document be approved. The list would be uploaded to the website: **Action: Deputy RFO.**

BANK SIGNATORIES

Signed as a true and accurate record of the meeting.

Mayor / Chairman: Date:

C 152/06/24 Councillors noted that no further persons could be added to the bank accounts until the current application had been reviewed by the bank. Documents had been provided in the last week by Cllrs Bird and Farren and the application could now be sent to the bank for review: **Action: Town Clerk.**

C 153/06/24 Councillor R Kidd returned to the room at 19.18.

PICKET TWENTY ALLOTMENTS.

C 154/06/24 Councillors noted that delays had occurred on the landowners' side, and that the Council's solicitors and the Town Clerk were pushing for missing information and that the handover of the allotments would take place as soon as possible.

MEETING DATES – ALLOTMENTS COMMITTEE

C 155/06/24 There had been a misunderstanding between Cllrs K Hughes, Cllr E Reynolds and the Town Clerk, and the first item for consideration, to clarify the Allotment Committee running, was a mistake on the part of the Town Clerk, and the proposal was withdrawn. It would be added to the Allotments Committee next agenda. **Action: Town Clerk.**

MEETING DATES – ALL COUNCIL AND COMMITTEES AND WORKING GROUPS

C 156/06/24 Members had been provided with a [schedule of dates](#) for the year. Additions to the dates agreed at the May meeting were highlighted in yellow. It was proposed by Councillor M Farren and seconded by Councillor S Hardstaff that the schedule be accepted.

C 157/06/24 Members went into debate and an amendment was proposed by Councillor R Hughes and seconded by Councillor R Kidd that the dates for the Community and Events Committee be moved to a day other than Wednesday. The amendment was **CARRIED: FOR – 5, AGAINST – 4, ABSTENTIONS – 1.**

C 158/06/24 Councillors proceeded to consider the substantive motion. It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and **RESOLVED: FOR – 8, AGAINST – 1, ABSTENTIONS – 1,** that the dates be approved for all meetings bar the Community & Events Committee which would be moved to another day provided that venues and staff were available. **Action: Town Clerk.**

C 159/06/24 Councillor R Hughes stated that all Officers should be available for Council business every evening of the week.

PICKET PIECE

C 160/06/24 Councillors received a written report detailing how the situation with the landowners had changed. On 3rd June 2024 an email was received from Wates Developments Ltd advising that they had identified a buyer for the site and that it was expected that the entity would complete the purchase within the next couple of weeks. Wates appreciated this would be disappointing and committed to get back to the Council if circumstances changed. As a result of this news, the appointment of a valuer had been halted and staff had stopped working on the project.

C 161/06/24 Councillor J Cockaday expressed his sorrow for the people living in Picket Piece as they had originally been promised that the green space would remain as open space and this promise had not been kept.

C 162/06/24 The Town Council had made great efforts to save the area from being built on despite planning permission for new homes having been granted by the Borough Council.

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The areas residents' support for the Town Council's ambitious plan to apply to buy the land had been very encouraging and other Councillors expressed their disappointment that the project could not be completed purely because the landowner had changed their plans.

It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the project should be halted, and no further officer time or council funds should be spent. A press release would be drafted.
Action: Town Clerk.

FUNFAIR

- C 163/06/24** Councillors considered a [report](#) detailing the cost of the Funfair at the annual Christmas Festival which was organised in partnership with Test Valley Borough Council, In Andover and the Town Council.
- C 164/06/24** Cllr R Hughes stated that the Town Council already spent a large amount of money on the Christmas Lights.
- C 165/06/24** Cllr S Hardstaff felt that although some families may find the cost for the rides prohibitive, that other residents may feel it was inappropriate to spend up to £1,500 of Council funds to make the rides free for those struggling financially.
- C 166/06/24** Cllr J Cockaday was concerned that the queue for the rides last year was quite long, and any subsidy may make the queue longer which may impact safety.
- C 167/06/24** Cllr R Hughes asked who had proposed the agenda item. After learning that no Councillor had made the proposal, and that the subject had come up during Officers' discussions whilst organising the 2024 Christmas Festival, he stated it was not Test Valley Borough Council's Officer's remit to make the suggestion that the Town Council contribute more funding to the festival. The Town Clerk explained that the TVBC Officer involved had not made any such suggestion, but that she had felt that it was a subject for the Town Council to consider. As Clerk to the Town Council her job was put opportunities for action in front of the Council for their decision and direction. This includes anything which might affect the residents of Andover and which the Town Council have the power to act upon. Councillor R Hughes expressed his dissatisfaction that the subject was an agenda item and that the blame for its inclusion on the agenda should rest with the Town Clerk.
- C 168/06/24** It was proposed by Councillor K Bird and seconded by Councillor J Hughes to contribute up to £1,500 towards the cost of the Christmas Funfair. Councillors moved to vote, the **MOTION FAILED: FOR - 2, AGAINST - 5, ABSTENTIONS - 3.**

RISK ASSESSMENTS

- C 169/06/24** Councillors reviewed both the Risk Assessments for [Andover Pride 2024 event](#) and [Andover Pride 2024 road closure](#). A question was raised regarding the impact scores, and after discussion it was proposed by Councillor S Hardstaff and seconded by Councillor M Farren and **RESOLVED: FOR - 9, AGAINST - 0, ABSTENTIONS - 1**, that the Risk Assessments be approved. **Action: Town Clerk.**

ANDOVER PRIDE

- C 170/06/24** Members received and noted the [update](#) report. No further expenditure required approval and no decisions needed to be made.

MP CORRESPONDENCE

- C 171/06/24** **Councillors discussed subjects that could be drawn to the new MP's attention:**

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Mayor / Chairman: Date:

- That the MP should be more visible, seen regularly in Town and at local events and fetes, and make themselves known to the residents and perhaps consider having a surgery for residents on a Saturday morning to hear local issues.
- That the MP become familiar with and supportive of the need to find solutions to the water problem across Andover.
- That measures to address deprivation in the area be proposed.
- That more funding for schools be requested.
- That the Standards Board or an equivalent body be re-introduced to ensure that there were repercussions for members not behaving correctly.

A draft list would be provided for Councillors to review. **Action: Town Clerk.**

COUNCILLOR REPORTS

- C 172/06/24** Cllr K Bird had been assisted by Cllr E Reynolds, and accompanied by Cllrs Cockaday, Farren, R Hughes, and Sangster in lighting the Beacon at St. Mary's Church for the D-Day Anniversary. Cllr J Hughes had not attended the service as he had been paying his respects in Flanders.
- C 173/06/24** Cllr Farren had been assisting residents with individual issues and liaising with the Borough and County Councils.

FUTURE ITEMS

- C 174/06/24** Councillor K Bird asked that the Council review the list of Assets of Community Value that had been registered in 2016. It had been discovered that all the registrations had expired in 2021. A new draft list would be compiled. **Action: Cllr K Bird.**
- C 175/06/24** Review of the Assets of Community Value would be added to the next full council agenda after the draft list had been produced. **Action: Town clerk.**

NEXT MEETING

- C 176/06/24** Members noted that the date of the next meeting would be Wednesday 10th July 2024 to be held at The Lights, Andover, at 6.30pm.

MEETING CLOSURE

- C 177/06/24** The Deputy Town Mayor closed the meeting at **7.53 pm.**

Signed as a true and accurate record of the meeting.

Mayor / Chairman: Date: