



# ANDOVER TOWN COUNCIL

## Council Minutes

### Time and date

6.30pm on Wednesday 18 October 2023

### Place

The Lights, Andover

Cllr R Hughes (Town Mayor) (P) (Arrived at 7.37pm)		
Cllr J Sangster (Deputy Town Mayor) (P)		
Cllr K Bird (P)	Cllr J Cockaday (P)	Cllr M Farren (P)
Cllr L Gregori (P) (Arrived at 7.37pm)	Cllr T Gregory (P)	Cllr S Hardstaff (A)
Cllr J Hughes (P) (Arrived at 6.34pm)	Cllr K Hughes (A)	Cllr R Kidd (P)
Cllr M McGarry (A)	Cllr R Meyer (A)	Cllr H Neate (P)
Cllr E Reynolds (P)	Cllr S Waue (P)	

### Officers Present:

Gail Foster (Town Clerk)

### Members of the Public: 3

**County/Borough Councillors:** Cllr D Drew

Apologies received from Cllr I Anderson and Cllr Z Brooks

### Members of the Press: 1

Prior to the start of the Council meeting, the Chairman, Councillor R Hughes, requested the Council to observe a Minute silence in recognition of those who had lost their lives in recent conflicts.

APOLOGIES	
<b>C 118/10/23</b>	Apologies were received from Councillors S Hardstaff, K Hughes, M McGarry and R Meyer.
<b>PUBLIC SESSION</b> <i>The discussion below is a short summary and is not recorded word for word.</i>	
<b>C 119/10/23</b>	The Director of Bringing Andover Together CIC gave a short presentation in relation to their grant application, at item 11 of the agenda. The Chairman asked that he remain in the room, to take further questions at item 11.

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

<b>TOWN MAYOR'S ANNOUNCEMENTS</b>	
<b>C 120/10/23</b>	There were no announcements received from the Town Mayor.
<b>EXTERNAL REPORTS</b>	
<b>C 121/10/23</b>	<p>(Councillor J Hughes arrived at 6.34pm)</p> <p><b>Councillor D Drew</b></p> <p>Hampshire County Council (HCC) marked National Inclusion Week (25 September – 1 October 2023) with a call to local employers to take action. Two key events were supported by HCC, as part of its work with employers and colleges to help Special Educational Needs and Disabilities (SEND) young people into the workforce.  <a href="https://www.hants.gov.uk/News/250923NationalInclusionWeek">https://www.hants.gov.uk/News/250923NationalInclusionWeek</a></p> <p>The Markway School in Andover, which caters for young people aged 11-16 years with moderate learning difficulties, has celebrated the completion of major building works. Twenty additional school places have been created, to achieve a capacity of 102 pupils.</p> <p>During Falls Prevention Week (18-22 September 2023) HCC highlighted the more than 100 'Steady and Strong' classes that took place across the county each week, which helped people aged 65+ maintain and improve their strength and balance. This enabled them to stay independent.  <a href="https://www.hants.gov.uk/News/20230918SteadyandStrong">https://www.hants.gov.uk/News/20230918SteadyandStrong</a></p> <p>BeeWell Youth Wellbeing programme brought a hive of activity to 130 local secondary schools, across Hampshire, the Isle of Wight, Portsmouth and Southampton. Young people were invited to have their say on the issues that mattered to them most. The programme will annual surveys delivered in participating schools over the next three years from September 2023.  <a href="https://www.hants.gov.uk/News/20230918beewell">https://www.hants.gov.uk/News/20230918beewell</a></p> <p>HCC has announced a further increase in the monthly payment, from £500 to £700, to local residents hosting Ukrainian families, as part of the Government's Homes for Ukraine Scheme, until the end of March 2024.  <a href="https://www.hants.gov.uk/News/20230911Ukrainehostpayment">https://www.hants.gov.uk/News/20230911Ukrainehostpayment</a></p> <p>HCC will begin this Autumn, important financial planning for the future of local services. Feedback from the county's residents will be considered on a variety of options, which could help to address a predicted shortfall in HCC's budget of at least £132 million by April 2025.  <a href="https://www.hants.gov.uk/News/08092023FuturespendingplansSept2023">https://www.hants.gov.uk/News/08092023FuturespendingplansSept2023</a></p> <p>Bullying Policy update: I have done some research and discovered that bullying policies are very often included as part of the school's behaviour policy. These policies are the responsibility of each school. They should be available on each school's website.</p>
<b>C 123/10/23</b>	<p><b>Councillor J Sangster</b></p> <p>The Northern Planning Committee had recently approved a planning application to change Ampot House into a boutique hotel. Residents were supportive and a beautiful building would be preserved. This would be good for Andover Town, as it would bring tourism to the area and support the creation of 72 jobs.</p>

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<b>INTERESTS</b>	
<b>C 124/10/23</b>	Non-pecuniary 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 at Ox Drove, relating to item 14 of the agenda.
<b>C 125/10/23</b>	Councillor K Bird requested that it be made clear that she did not have a pecuniary interest in item 11, the Grant application.
<b>MINUTES</b>	
<b>C 126/10/23</b>	It was proposed by Councillor T Gregory and seconded by Councillor S Waue and <b>RESOLVED: FOR – 9, AGAINST - 0, ABSTENTIONS - 1</b> , that the Minutes of the Town Council Meeting, held on 20 September 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>CONTRACTUAL &amp; DELEGATED PAYMENTS</b>	
<b>C 127/10/23</b>	Members received and noted the contractual and delegated <a href="#">payments</a> that had been made in the period of 13 <sup>th</sup> September 2023 to 10 October 2023, as per report detailed in appendix 7 on the agenda.
<b>PAYMENTS FOR APPROVAL</b>	
<b>C 128/10/23a</b>	It was proposed by Councillor J Sangster and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that the payments for the period of 31 <sup>st</sup> August 2023 to 12 <sup>th</sup> September 2023, be approved.
<b>C 128/10/23b</b>	The Responsible Finance Officer (RFO) was requested to explain the invoices and to provide a breakdown of the legal invoice to Councillors. This would be sent confidentially. <b>Action: Town Clerk</b>
<b>FINANCIAL REPORTS</b>	
<b>C 129/10/23</b>	It was proposed by Councillor S Waue and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that items A to D as follows, be approved: <ul style="list-style-type: none"> <li>a. <u>Bank Statements and Bank Reconciliation</u> showing balances: <ul style="list-style-type: none"> <li>i. UTB 1 = £613,023.50</li> <li>ii. UTB 2 = £87,230.06</li> <li>iii. Redwood Bank = £86,053.37</li> <li>iv. Total = £786,306.93</li> </ul> </li> <li>b. <u>Cashbook</u> <ul style="list-style-type: none"> <li>i. Gross receipts to date = £393,244.19</li> <li>ii. Gross payments to date = £166,035.03</li> </ul> </li> <li>c. <u>Budget</u> <ul style="list-style-type: none"> <li>i. Net Budget remaining = £171,678.31</li> </ul> </li> <li>d. <u>Earmarked Reserves</u> <ul style="list-style-type: none"> <li>i. Elections = £79,036.28</li> <li>ii. Allotments = £ 86,662.26</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <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>C 129/10/23b</b>	<p>e. Recommendation about Budget allocation</p> <p>An amendment was suggested to discuss the budget recommendation at item 14B of the agenda. It was proposed by S Waue and seconded by Councillor M Farren and <b>RESOLVED: FOR - 3, AGAINST - 5, ABSTENTIONS - 2.</b> <b>Motion failed.</b></p> <p>Members voted on the substantive motion to approve the recommendation made by the RFO, that costs for the May 2023 elections and the upcoming Water Supply costs at The Drove allotment site, are allocated to their usual budget headings and be seen as "overspends." This would reduce the General Reserve and leave the Earmarked Reserves as they currently are.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor R Kidd and <b>RESOLVED: FOR - 4, AGAINST - 2, ABSTENTIONS - 4.</b> <b>Action: Town Clerk</b></p>
<b>QUESTIONS FROM COUNCILLORS</b>	
<b>C 130/10/23</b>	Councillor H Neate had written a question, which had led to the agenda item that was discussed in the confidential session of the meeting.
<b>GRANTS</b>	
<b>C 131/10/23</b>	<p><b>Bringing Andover Together CIC.</b></p> <p>It was proposed by Councillor M Farren and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b>, that Standing orders be suspended to allow the Director of Bringing Andover Together CIC, to answer the Councillors' questions.</p> <p>Councillors asked various questions of the applicant to ascertain how the £650.00 would be spent, in supporting young people in Andover. The funds would primarily go to towards Marketing for the competition, specifically printing costs. The applicant confirmed that he would not be remunerated by any of the funds given and that he did not get paid as a director. The Council would also be publicised as a supporter of the competition in line with the grant policy.</p> <p>It was proposed by Councillor M Farren and seconded by Councillor S Waue and <b>RESOLVED: Unanimously</b>, that the Standing Orders be reinstated.</p> <p>It was proposed by Councillor J Sangster and seconded by Councillor M Farren and <b>RESOLVED: Unanimously</b>, that Bringing Andover Together CIC grant application be approved and the sum of £650.00 be awarded. <b>Action: Town Clerk</b></p>

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<b>COMMUNITY AND EVENTS</b>	
<b>C 132/10/23</b>	Members noted the report for the Macmillan Coffee morning. Comments were received on how well presented it had been. Many people attended the event. A lot of hard work had been done by the Community Officer. Any leftover cakes were donated to and gratefully received by Andover Community Engage (ACE). Councillor K Bird offered to arrange the rota again next year.
<b>C 133/10/23</b>	<p>Councillor K Bird raised a proposal for the Halloween Event on 31<sup>st</sup> October 2023. Councillor Bird volunteered to be the event organiser and Councillors H Neate, M Farren, E Reynolds, J Cockaday and J Hughes would support at various times. Help had also been offered by a member of the public, which was appreciated.</p> <p>Members discussed whether a gazebo should be bought or borrowed, following an offer from ACE to lend their gazebo.</p> <p>It was felt that the Community and Events Working Group should consider buying a gazebo at their next meeting and this would be added to the agenda.</p> <p><b>Action: Deputy Clerk</b></p> <p>Councillor Bird would liaise with ACE to bring their gazebo for the Halloween event and also purchase sweets to the value of £100.00. These would include some sugar free and Halal compliant selections. All sweets would need to be individually wrapped iene reasons.</p> <p>It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b>, that the Halloween event taking place as discussed, be approved. <b>Action: Councillor K Bird</b></p>
<b>C 134/10/23</b>	Members noted that the next Community and Events Working Group meeting will be held on <b>Wednesday, 8 November 2023, at The Lights, at 6.30pm.</b>
<b>POLICIES</b>	
<b>C 135/10/23a</b>	<p>Media Policy and Defibrillator Policy</p> <p>It was unanimously resolved that Councillors K Bird, H Neate and J Hughes would form the two working groups. Any absent Members could also join if they wished. Councillor Neate stressed the importance of moving on with the Defibrillator policy quickly. The Deputy Clerk would contact Members to arrange the next available date.</p> <p><b>Action: Deputy Clerk</b></p>
<b>C 135/10/23b</b>	<p>The resulting draft policies would be brought to the next Policy and Resources Committee meeting for review.</p> <p><b>Action: Deputy Clerk</b></p>
<b>THE DROVE WATER SUPPLY</b>	
<b>C 136/10/23</b>	<p>It was proposed by Councillor K Bird and seconded by Councillor S Waue and <b>RESOLVED: FOR - 9, AGAINST - 0, ABSTENTIONS - 1</b>, that the recommendation to use contractor B, be approved. Thanks were given to Councillor E Reynolds for his</p>

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	work in helping the Town Clerk in obtaining the quotes. A contract would be drawn up with the approved company. Public Liability insurance would be checked and a Risk Assessment completed. <b>Action: Town Clerk</b>
<b>BUS SHELTER</b>	
<b>C 137/10/23</b>	Members considered a request to install a bus shelter. The Town Clerk explained that as the Town Council had the power to purchase bus shelters, it was usual for residents to contact them as a first port of call, if it was thought that a bus shelter was required. It was reiterated that none of the current shelters were owned or maintained by the Town Council. It was commented that historically, there had been some confusion regarding who owned the current bus shelters. Members agreed that the Town Council should look out for residents' interests. It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and <b>RESOLVED: Unanimously</b> , that the Town Clerk would contact TVBC and HCC, to make enquiries on behalf of the resident. <b>Action: Town Clerk</b>
<b>POLLING REVIEW WG</b>	
<b>C 138/10/23a</b>	Members noted that TVBC would be reviewing polling districts, places and stations in the near future. Details had previously been sent out on 16 October 2023.
<b>C 138/10/23b</b>	It was proposed by Councillor S Waue and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b> , that the set up of a Polling Review Working Group, with Councillors T Gregory, J Hughes, E Reynolds and J Sangster as members, be approved. A zoom meeting would be scheduled to conduct the review. <b>Action: Town Clerk</b>
<b>ASB WG UPDATE</b>	
<b>C 139/10/23a</b>	Members received the <a href="#">notes</a> following the Anti-Social Behaviour Working Group meeting held on 11 October 2023.
<b>C 139/10/23b</b>	It was proposed by Councillor E Reynolds and seconded by Councillor M Faren and <b>RESOLVED: FOR - 8, AGAINST - 0, ABSTENTIONS - 2</b> , that the creation of a short questionnaire, asking young people what sort of facilities would appeal to them, be approved. <b>Action: Town Clerk</b>
<b>C 139/10/23c</b>	It was noted that Google forms could not be used for GDPR reasons, although identities would not be captured. If a survey was produced and no-one reported anything, then this would demonstrate that there was not a significant problem. It was resolved to create the survey with Yellow Brick Road assisting on the wording. Councillor J Sangster would advise on the method of data capture. <b>Action: Cllr Sangster.</b>
<b>C 139/10/23d</b>	(Councillors R Hughes and L Gregori arrived at 7.37pm) (Councillor J Sangster continued to chair the agenda item 17 until it was concluded)

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	Councillor H Neate asked if the information she had supplied from Picket Piece had been discussed at the ASB Working Group. It was confirmed that it had not. The information would be added for discussion at the next meeting. <b>Action: Town Clerk</b> (Councillor J Sangster handed the meeting over to the Chairman, Councillor R Hughes at 7.55pm)
<b>CPR TRAINING</b>	
<b>C 140/10/23</b>	Members considered organising a large <a href="#">CPR Training session</a> in Andover. It was proposed by Councillor K Bird and seconded by Councillor L Gregori and <b>RESOLVED: Unanimously</b> , that it be approved that Officers investigate: <ul style="list-style-type: none"> <li>• Suppliers of CPR Training</li> <li>• Availability and costs</li> <li>• Locations in the town that could be used for a “drop-in” training event</li> <li>• Hire costs of locations and refreshments</li> </ul> Information to be brought to the next Full Council meeting in November 2023. <b>Action: Town Clerk</b>
<b>TOWN CLERK'S REPORT</b>	
<b>C 141/10/23</b>	Members noted the <a href="#">Town Clerk's</a> report.
<b>COUNCILLORS' REPORTS</b>	
<b>C 142/10/23</b>	<b>Councillor J Hughes</b> The Andover Mind Walk and Talk Group meet every Monday morning from 10.00am to 11.30am. The group meet at the Andover Mind Well-Being Centre which is next to the Police Station.
<b>C 143/10/23</b>	<b>Councillor L Gregori</b> I have been working with Councillors R Hughes and J Sangster, on the revision of the local plan, which is taking time. Sign posting residents to TVBC and HCC for their respective roles continues to be a monthly action.
<b>C 144/10/23</b>	<b>Councillor M Farren</b> Advised he agreed with Councillor Gregori and that he had been following up with HCC over blocked drains and flooding issues in Millway Ward.
<b>C 145/10/23</b>	<b>Councillor S Waue</b> I've been chasing up Housing Associations (Aster & Vivid) over sub-standard grounds maintenance. If anyone lives on an estate where ground maintenance services are poor, particularly if you are charged separately for them, please use the HA's “contact us” link to ask them why. I chased the Borough and County Councillors with responsibility for the areas around the Anton Laundry & Ladbrokes buildings, as it seemed that no visible work had been carried out, despite scaffolding blocking the High Street and Charlton Road remaining closed. TVBC Officers are liaising with the site owners regarding short term options, i.e. a partial road reopening and liaising with Historic England, relating to the listed status of the building over the longer term options for the building.

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	<p>I've been told that a listed building application for remedial works to the Ladbrokes building should be submitted soon.</p> <p>I sent a request to TVBC Environmental Services and there is now a new litter bin on Shepherds Spring Lane, by the entrance of the footpath to the back of Wickes &amp; KFC. It has resulted in a marked decrease of litter around the area and the bin in the car park, no longer overflowing.</p> <p>Finally, I contacted Aster regarding letters to the tenants with garages, effectively terminating their leases due to them being sold and no option to buy them. Questions should be raised with Aster rather than just letting them do as they please.</p>
<b>C 146/10/23</b>	<p><b>Councillor J Sangster</b></p> <p>Offered to forward to all Members an email address for Aster, that can be used exclusively by Councillors when reporting issues.</p>
<b>FUTURE ITEMS</b>	
<b>C 147/10/23</b>	<p>Councillor H Neate asked if the Council could consider actions that could be taken to address the scaffolding in the High Street. Also, if actions could be taken to assist those suffering because of delayed post, i.e., prescriptions and medical supplies. It was advised that some investigations would be done prior to putting these subjects onto the next Full Council agenda. <b>Action: Town Clerk</b></p>
<b>DATE OF NEXT MEETING</b>	
<b>C 148/10/23</b>	<p>Members noted that the date of the next meeting would be <b>Wednesday 22 November 2023</b>, to be held in the <b>Upper Guildhall, Andover, at 6.30pm.</b></p>
<b>EXCLUSION OF PRESS AND PUBLIC</b>	
<b>C 149/10/23</b>	<p>It was proposed by Councillor S Waue and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b>, that the Members of the Press and Public be excluded from the meeting, due to the confidential nature of agenda item 24 and to comply with GDPR.</p>
<b>SPECIAL PROJECT</b>	
<b>C 150/10/23</b>	<p>It was proposed by Councillor S Waue and seconded by Councillor L Gregori and <b>RESOLVED: Unanimously</b>, that the meeting be extended beyond the 2-hour time limit.</p> <p>The Town Clerk introduced the item and explained the legal aspects, sensitivity and costs.</p> <p>Councillor Neate declared a pecuniary interest in the item and would not vote on the proposal to carry out more investigations.</p> <p>Councillor Waue noted how much effort had already been made into researching the subject by Councillor Neate and expressed support for allowing the Town Clerk to "match" Councillor Neate's efforts for the proposal to progress for one month to find out more information.</p> <p>Councillors Sangster, Reynolds, Bird, Cockaday, Gregory, Farren also expressed their support making further investigations. Councillor Gregori agreed with the sentiments</p>

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	<p>but cautioned that taking the project to full fruition would have an opportunity cost in that it would prevent some of Council's funds being spent in other areas. Councillors noted that this should be given full consideration at the next stage.</p> <p>Draft documents, Project Stage 1 – Oct – Nov 2023 and Project Stage 2 – Nov 2023 – Mar 2024 were noted.</p> <p>It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b>, that the actions as recommended by the Town Clerk, with a full report to be brought to the November Full Council meeting, to be discussed in open session, be approved. <b>Action: Town Clerk</b></p>
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The Town Mayor closed the meeting at 8.52pm.

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