



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

6.30pm on Wednesday 15 December 2021

Place

Upper Guildhall, High Street, Andover

Cllr B Long - Town Mayor (P)		
Cllr R Hughes - Deputy Town Mayor (P) (Joined the meeting at 6.31pm)		
Cllr N Asamoah (P)	Cllr L Banville (A)	Cllr D Coole (P)
Cllr J Coole (A)	Cllr C Ecclestone (A)	Cllr L Gregori (P)
Cllr K Hughes (A)	Cllr N Long (P)	Cllr R Meyer (P)
Cllr M Mumford (A)	Cllr R Rowles (A)	Cllr J Sangster (A)
Cllr D Treadwell (P)	Cllr S Waue (P)	

Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Town Clerk) (Taking the minutes & managing online streaming)

County/Borough Councillors:

Cllr I Anderson

Members of the Public: 4

Members of the Press: Unknown

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.

C120/12/21	APOLOGIES FOR ABSENCE
	Apologies were received and accepted from Councillors J Coole, C Ecclestone, K Hughes and M Mumford.
C121/12/21	DECLARATIONS OF INTEREST
	There were no Declarations of Interest in relation to any item on the agenda.

C122/12/21	MINUTES
	<p>The Council Meeting Minutes of 20 October 2021 were withdrawn for further clarification.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Minutes of the Town Council meeting held on 24 November 2021 be signed by the Chairman as a correct record.</p> <p>A vote was taken: FOR – 8, AGAINST – 0, ABSTENTIONS – 1</p> <p>RESOLVED: That the Minutes of the Town Council meeting held on 24 November 2021 be signed by the Chairman as a correct record.</p>
C123/12/21	TOWN MAYOR'S ANNOUNCEMENTS
	<p>The Town Mayor advised Members that the Town Council Office would be closed for the Christmas Period from 22 December 2021 until 4 January 2022.</p> <p>The Town Mayor wished everyone a Merry Christmas and to stay safe.</p>
C124/12/21	PUBLIC PARTICIPATION
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Member of Public 1: Lady Mayor, I and many other residents get fed up and annoyed with the amount of inactions from the Town Council. They get looked by the working group and sent back to the Committee on some kind of technicality. The idea of working groups is to cut costs and get decisions made. We have a lack of Christmas lights where the town needs them most. Speed Indicators are still not in place. If decisions are not made, we shall be celebrating the 250th anniversary of the town's Charter in 30 years' time. It is time for Andover Town Council, Test Valley Borough Council, Andover BID and Hampshire County Council to get together and start arranging these events. It happens in other Hampshire towns, why not in Andover? We the people want answers. The last thing this town, the people and businesses need is more delays and talk. We need actions to breathe new life into this town. I would like to take this opportunity to wish you all good tidings to you and your families.</p> <p>Town Mayor's Response: Thank you very much for your comments. The lights that the Andover Town Council are responsible for are the lights that are up. Andover Town Council is not responsible for the lights in the Chantry Centre.</p> <p>Councillor S Waue: On behalf of a resident, I won't give the name out. I'm genuinely interested in the finance for future Christmas Lights switch on. The Minutes I have just read suggest stripped back, subtle. I'm genuinely just curious about the contingency plan to get back to supporting a full switch on with the fireworks again.</p> <p>Town Mayor's Response: It's difficult to say as it's done in conjunction with Test Valley, who normally organise the lorry and the singing and everything else on the high street. I think they had felt it had grown a little too big in light of the Covid pandemic at the moment.</p>

C125/12/21	UPDATE REPORT FROM THE POLICE
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Officers present were Test Valley Chief Inspector, Kory Thorne and Jason Kenney, Chief Executive for the Police and Crime Commissioner.</p> <p>Members received an update on the crime state and crime figures of Andover Town from September, October and November 2021. The crime reporting figures has stayed static over the last 3 months. In September 367 offences were reported in Andover, In October is was 412 and 398 in November.</p> <p>Incidents that had been reported during this period were quite varied and involved knives and gangs. A series of robberies which were primarily in the Vigo Road area. Individuals, mainly adults, being stopped or reported to have forms of weapons on them. An incident of cuckooing by 2 sixteen-year-old youths had been reported. Neighbouring disputes, loitering cases, car complaints, noise complaints and fire incidents were also amongst cases that had been reported.</p> <p>Andover was at a very different stage this year compared to this time last year. Crime had seemed to fall rapidly due to the pandemic. It is now back to normal levels of crime.</p> <p>Due to time restraints, the Town Mayor thanked the Chief Inspector and Chief Executive for their attendance and invited them back to the Council Meeting in January 2022. Members that had any questions for them, to submit them prior to that meeting, in order to receive the responses.</p>
C126/12/21	REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
	<p>It was noted that the first line of Councillor N Matthews' report on 20 October 2021, should have read as: "The Copper Box Close green space/amenity land has been resurfaced."</p> <p>Councillor I Anderson:</p> <p>Thank you for inviting the Police to come here. I have worked very closely with Chief Inspector Thorne about some issues that have been going on in Town. I must thank him for all the support he has given me.</p> <p>Vigo school and Winton school, the railings are not coming until February time. Meanwhile, temporary railings have been put in place.</p> <p>Anton Laundry in Marlborough Street, substantial amount of rubbish has been removed from there. The graffiti on site has been painted over. A request has been made to barricade the building off as people have still been getting into the buildings.</p> <p>The lights issue at the top of town by the curry place, had been reported by me. They are big lights that blinded you as you came around the corner. They have now been taken down.</p> <p>There is no parking at the back of Marks and Spencer's at all times. Failing to comply will result in a £100 fine, or £60 if paid within 14 days of issue.</p> <p>Councillor T Tasker:</p> <p>An update on the footpath from Augusta Park to Smannell. All funding and land ownership is all agreed and in place. Hampshire County Council are waiting on the contractors and due to lack of materials, the footpath works will now be scheduled for early spring. I will give a further update closer to when the works start.</p>

Myself, Kirsty North and Nick Matthews all attended a workshop with residents that was set up by Test Valley Borough Council officers. The workshop was to engage with residents who live on Augusta Park and to listen and collect feedback from residents on their experience of living on the new development. The workshop was very well received.

Last week residents who pay Firstport (management company) were given the opportunity to have an online meeting with the management team responsible for the Chariots on Augusta Park. I attended one of the meetings. Firstport gave an introduction of who they are and their responsibilities and then listened and answered questions from residents. There were a few issues raised which Firstport will look into, again residents appreciated the meeting.

Councillor D Drew:

There are 16 Community pantries across Hampshire, that provide groceries at a lower rate than shops and supermarkets.

Grants of up to £5,000 are being offered to help communities reduce waste.

Recycling road repair waste has won the environment award for Hampshire.

County Council announced further funding for community climate change action.

County scheme helping young people to get to work has been given green boost.

County Council agreed plans to provide more early years and special educational needs places.

Hampshire County Council will be looking again at options for a 20mph speed limit on residential streets.

Hampshire County Council has lent its voice to the NHS call for everyone to "Boost your immunity this winter" by getting the Covid-19 booster and "flu" vaccine.

C127/12/21

QUESTIONS FROM ANDOVER TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS

The notes below are a precis of statements/questions. They are not recorded word for word.

Councillor N Long to Councillor I Anderson:

1. Can you tell me the length of the railings that are going to be installed in Vigo Road?
2. Since Test Valley Borough Council (TVBC) had bought the Chantry Centre, they appear to have turned into Scrooge. There were no Christmas Lights in there whatsoever. Can we ask TVBC to put some Christmas Lights in there next year please?

Councillor I Anderson:

I will get back to you with those answers.

Councillor L Gregori to Councillor I Anderson:

Thank you very much for being here.

What is the long-term plan for the Chantry Centre?

Councillor I Anderson:

I will investigate.

C128/12/21	<p>BUDGET 2020/2021 – TRANSFER OF UNDERSPENDS</p> <p>Members considered the recommendations of the Policy and Resources Committee to transfer the Underspend from the 2020/2021 Budget – Year End 31 March 2021 to Operational Reserves – Budget 2020/2021.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Underspend from the 2020/2021 Budget – Year End 31 March 2021 be transferred to Operational Reserves – Budget 2020/2021.</p> <p>A Member raised a point that the Underspend included Cil Monies which was incorrect and that the item should be referred back to Policy and Resources for clarification of what should be included in the Underspend.</p> <p>It was clarified that the Cil Monies had been incorrectly added into Budget list and that the correct amount to be transferred would be the Underspend minus the Cil Monies.</p> <p>It was proposed by Councillor N Long and seconded by Councillor S Waue that the Underspend of £21,736.36 be transferred to Operational Reserves – Budget 2020/2021. A vote was taken which was unanimous.</p> <p>RESOLVED: That the Underspend of £21,736.36 be transferred to Operational Reserves – Budget 2020/2021.</p>
C129/12/21	<p>EVENTS PANEL – RECOMMENDATIONS FOR BUDGET 2022/2023</p> <p>Members considered recommendations from the Events Panel for events to be included in the Budget 2022/2023.</p> <p>A suggestion was made to look at Cil Monies covering the costs of the Tea Dance and Picnic in the Park instead of creating a separate budget. It was commented that £4,500.00 was excessive for the installation and removal of the ERII Sign on the Guildhall. Clarification was given that it was one idea and an alternative idea would be the ERII Sign being displayed in a shop window. It was questioned whether consideration had been given to other costs which included security, first aiders and a marquee. A suggestion was made that the estimated budget be increased.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor N Long that the amount of £7,320.00 be included in the Budget 2022/2023 to be put towards the costs for the Queens Jubilee 2022.</p> <p>A vote was taken: FOR – 8, AGAINST – 1, ABSTENTIONS – 0</p> <p>RESOLVED: That the amount of £7,320.00 be included in the Budget 2022/2023 to be put towards the costs for the Queens Jubilee 2022.</p>
C130/12/21	<p>BUDGET 2022/2023</p> <p>Members received and noted the Explanation Report and Draft Budget 2022/2023. Consideration was given to which items needed to be removed or included.</p> <p>£500 to be included for Services at Saxon Heights Allotment Site.</p> <p>Queens Jubilee to be removed and the funding to be taken from CIL monies.</p> <p>£3,000 to be moved to Emergency Funding</p> <p>£3,000 to be moved to Website</p> <p>Rents/Rates – New Equipment - £0</p> <p>£1,500 into Allotments</p> <p>It was proposed by Councillor N long and seconded by Councillor L Gregori that the following Policy and Resources recommendations be approved:</p> <ul style="list-style-type: none"> • That the Staffing Budget remain the same as 2021/2022 and be included in the final Budget.

- That the Operational Reserves be put back up to 6 months.
- That the Draft Budget 2022/2023 be recommended to Full Council for further consideration prior to final approval at the Full Council meeting to be held on 26 January 2022.

A recorded vote was taken as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
N Asamoah		X	
D Coole		X	
L Gregori	X		
R Hughes	X		
B Long	X		
N Long	X		
R Meyer		X	
D Treadwell			X
S Waue	X		
TOTAL	5	3	1

RESOLVED: That the following Policy and Resources recommendations be approved:

- **That the Staffing Budget remain the same as 2021/2022 and be included in the final Budget.**
- **That the Operational Reserves be put back up to 6 months.**
- **That the Draft Budget 2022/2023 be recommended to Policy & Resources Committee for further consideration prior to final approval at the Full Council meeting to be held on 26 January 2022.**

C131/12/21 UPDATE ON CHRISTMAS LIGHTS SWITCH ON

Members received and noted an update report on the Christmas Light Switch on 2021. Personal thanks were given to the Deputy Clerk for her hard work.

C132/12/21 INTERNAL AUDITORS REPORT – PART 1

Members discussed the first part of the Internal Auditors report for year end 31 March 2022 and the accompanying action plan.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that:

- The Internal Auditor Report be received.
- The Council's Action Plan in response to the Internal Auditors report Part 1 for the period April to October 2021, be approved.
- The Internal Auditors Report be noted and the implementation of the Action Plan be approved.

A vote was taken:

FOR – 8, AGAINST – 0, ABSTENTION – 1

RESOLVED: That:

- **The Internal Auditor Report be received.**
- **The Council's Action Plan in response to the Internal Auditors report Part 1 for the period April to October 2021, be approved.**
- **The Internal Auditors Report be noted and the implementation of the Action Plan be approved.**

C133/12/21 FINANCE

Members received and noted the Cashbook up to 30 November 2021.

Members received the lists of payments up to 9 December 2021.
It was proposed by Councillor D Coole and seconded by Councillor B Long that the list of payments up to 9 December 2021 be approved.
A vote was taken:
FOR – 8, AGAINST – 1, ABSTENTIONS – 0
RESOLVED: That the list of payments up to 9 December 2021 be approved.

C134/12/21 QUESTIONS FROM COUNCILLORS

Councillor D Coole:

1. The external Auditors have stated they expect the Council seeks and follows appropriate advice, regarding clarification as to whether Council can increase allotment plot rents from 1st September 2022 subject to giving tenants 28 days written notice before the 1st September, instead of 1st September 2023 as interpreted by the Town Clerk. Will the Town Mayor confirm that she or the Town Clerk will now finally seek legal clarification from the Council's solicitors and Internal Auditor, so that Members are sufficiently informed to consider the 2022/23 Council Budget and Precept at the January 2022 Policy and Resources Committee and Full Council Meetings?
2. Will the Town Mayor please confirm the date, time and location of the Extraordinary Meeting of the Full Council for Members to be briefed on and to further consider staffing matters, which was approved at the 24th November Full Council Meeting?
3. Panels, like Working Groups, have no decision-making authority within current Parish level legislation and are only designed to be used as task and finish meetings, to consider and make recommendations on one-off matters over a defined timeframe. The Council's HR, Grant and Events Panels are unlawfully dealing with ongoing Council responsibilities of either Sub-Committees or Committees, which should be transparent and open to the public, subject to any confidentiality restrictions. Can you please advise when Full Council will receive a report recommending how this situation should be rectified?
4. The Full Council is in breach of contract for failing to consider/approve the Town Clerk's Staff Appraisal. The HR Panel has no authority to approve the Town Clerk's Staff Appraisal. When will the Town Clerk's Staff Appraisal be presented to the Full Council for consideration and approval?
5. When will this Council get to consider and vote on the extremely urgent matter of the retention/termination of the existing offices and alternative office arrangements?
6. A proper monitoring, reporting and approval process for Overtime and Time Off in Lieu (TOIL) needs to be put in place so that the Full Council meets its legal, financial and duty of care obligations. The Town Clerk was instructed by the 11th August 2020 Staffing Sub-Committee to draft a policy for approval by Full Council, but this was never progressed. When will this be actioned and when can the Full Council expect to receive a draft Overtime and TOIL policy proposal for consideration?

	<p>7. Both the Town Mayor and Town Clerk have previously agreed to move the 26th January Full Council Meeting to the 25th January, to avoid a clash with the TVBC Full Council Meeting on 26th January. Why has this been changed back to 26th January?</p> <p>Members noted that a written response would be provided to the questions. It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the next Full Council meeting date be changed from 26 January 2022 to 25 January 2022. A vote was taken which was unanimous.</p> <p>RESOLVED: That the next Full Council meeting date be changed from 26 January 2022 to 25 January 2022.</p>
C135/12/21	DATE OF NEXT MEETING
	<p>Members noted the date of the next meeting: Tuesday 25 January 2022, at the Guildhall, High Street, Andover, starting at 6.30pm.</p>
C136/12/21	EXCLUSION OF THE PRESS AND PUBLIC
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to consideration of Confidential Staffing Matters.</p> <p>S 11 of LG & HA 1989 prevents personal information about individual members of staff being discussed in public.</p> <p>A vote was taken: FOR – 7, AGAINST – 2, ABSTENTIONS - 0</p> <p>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to consideration of Confidential Staffing Matters.</p>
	CONFIDENTIAL ITEMS
C137/12/21	STAFFING MATTERS
	<p>Members received and noted the new Staffing Handbook.</p> <p>It was proposed by Councillor B Long and seconded by Councillor D Coole that the Staffing Handbook is returned to Ellis and Whitton for amendment to include the Andover Town Council policies.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: That the Staffing Handbook is returned to Ellis and Whitton for amendment to include the Andover Town Council policies.</p>
<p>The Town Mayor closed the meeting at 8.29pm.</p>	
<p>Town Mayor</p>	<p>Date</p>