



ANDOVER TOWN COUNCIL

Council Minutes

Time and date

5.30pm on Wednesday 22 March 2023

Place

Upper Guildhall, High Street, Andover

Cllr D Coole - Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (P)		
Cllr J Coole (P)	Cllr C Ecclestone (P)	Cllr L Gregori (P)
Cllr K Hughes (P)	Cllr R Hughes (P)	Cllr N Long (P)
Cllr M Mumford (P)	Cllr E Reynolds (P)	Cllr R Rowles (A)
Cllr J Sangster (P)	Cllr D Treadwell (A)	Cllr S Waue (P)

Officers Present:

Gail Foster (Town Clerk)

Tor Warburton (Deputy Clerk) (Taking the Minutes)

County/Borough Councillors:

Councillor I Anderson

Members of the Public: 7

Members of the Press: 0

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.

C150/03/23	APOLOGIES FOR ABSENCE
	There were no apologies received at the meeting.

C151/03/23	DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS
	Declarations were received by Councillor E Reynolds for Item 7 of the agenda, as he is a member of the Drove Association and plot holder and Councillor L Gregori in Item 8c of the agenda.
C152/03/23	MINUTES
	It was proposed by Councillor N Long and seconded by Councillor R Meyer and RESOLVED: FOR – 10, AGAINST – 0, ABSTENTIONS - 2 that the Minutes of the Town Council Meeting, with the amendments, held on 8 February 2023, be signed by the Chairman as a correct record. Action: Committee Officer
C153/03/23	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: Item 8, discussion on grants. There are £4700 worth of grants asking for approval. Could we assure that if any of them are approved tonight, that they are extradited before the Year End? So, they can come out of this year's budget, rather than next year's budget.</p> <p>Town Mayor's response: We will make sure that happens.</p> <p>Member of Public 2: Being that you've changed the time to 5.30pm, why are you not advertising this meeting enough? It is not on the noticeboard outside here or on the board by the church. I don't think you are advertising it enough.</p> <p>Town Mayor's response: Thank you very much. I'll make sure the Town Clerk investigates and all our noticeboards are updated. Action: Town Clerk</p> <p>Town Clerk: We only have 2 noticeboards.</p> <p>Member of Public 3: My name is incorrect in the Minutes. Please correct this or co-opt me. AFest - I contacted the organisers of this event to suggest they reduced their £500.00 sessional time calculations. This was rebuffed as it appears that sessional times is consultancy fees. Should the Town Council really be contributing to a charity event, where £500.00 in grant monies could well be paid almost directly to a contractor, who specialises in grant applications?</p> <p>Town Mayor's response:</p>

Thank you very much. I would like to take this opportunity to invite the organisations present, who are applying for grants, if they wish to speak and promote their grant applications.

Representative of Andover Mens Shed:

Good evening. We are hoping to takeover accommodation inside the Chantry Centre. We've come to see if we can get a grant towards the purchase of portable dust collection machines, as the last thing I want to do is create dust in there, set of fire alarms and cause the fire brigade to come out and the Chantry Centre being evacuated. These machines will keep the dust levels down.

Town Mayor's response:

Thank you very much indeed.

Representative of Andover Trees United:

We have applied to the Council for a grant of £1000.00 to help with the fitting out of our centre in Harmony Woods. Previously applied for grants in 2018/2019 but due to lockdown, inflation and costs of materials, we only have enough to build the outer shell of the cabin now. We are doing a lot of fund raising to build on the inside now and have applied to other places. Hampshire County council and Test Valley Borough Council have already agreed. We still have a long way to go.

Town Mayor's response:

Thank you very much.

Representative of A-Fest:

Thank you. This is year 9 at A-Fest and we decided to step up our game a bit this year. It took its inspiration from the children's programme "Why Don't You." The event this year is going to be much more focused on being hands on, people to try something new and have a new experience. There will be 5 zones, each one with its own leader. The zones are Arts & Crafts, Health & Wellbeing, Performance, Identity and Self and Get Involved. I know it's less than 12 months since we last had a grant. Each A-Fest is an event in its own right, even though its run by the same company. There is no profit coming from this event. Every penny we get in is spent on the event, which is great but it does mean there is no contingency for the next year. We start from zero each year. The money from the Town Council is only going to be spent on materials for on the day. I know there's a budget line of about £735.00 in it. I have asked for £1,000.00. Materials on the day are going to cost about £1,500.00. the more we can get means more we can do for young people and give them hands on experience. It is more expensive and ambitious but we can only do it with help and support of amazing volunteers, people like the Town Council and a wider range of organisations across Andover. I would be happy to answer any questions.

The Town Mayor invited the Members to ask the representatives any questions relating to their grant applications.

Andover Mens Shed Association

Councillor C Ecclestone:

Will the machine properly achieve the goal of clearing the dust?

Representative 1 response:

At this point in time, we don't know exactly the amount of space. All we know is that we have a facility. Our machinery tends to be a bit dusty and for obvious reasons, we don't want to be setting off the fire alarms, so we have come up with a portable dust collector.

Representative 2 response:

These portable dust collectors work as an individual unit, so if someone is doing some sanding, then he would be using one of these machines next to him, to get the dust out of the air, stop the fire alarms and to benefit the health of the venues. We would need a number of these machines.

Councillor N Long:

The dust machines I've seen have flumes that go out externally and some go into a bag like a Hoover. Is yours like the second type that goes into a bag and get collected that way?

Representative 2 response:

Yes, its collected into a bag, then we take the machine outside to empty the bag. The dust is kept within that bag.

A-Fest Andover CIC

Councillor L Gregori:

There was an allegation by a member of the public, that there was a £500.00 set aside for A-Fest, which was going to contractors. Can you comment on that?

Representative's response:

A-Fest is far more ambitious than in the past, which means that an extension of that was setting up a database. We've gone for National Lottery funding, as shown on the application form. Under their rules you can have some monies paid to specialists. Because of the amount of money, we are going to need to talk to an accountant and we have had some help with grant writing. A small amount of money from the National Lottery grant has gone towards paying for this, otherwise we would not have been able to get the grants and hold the event. I am asking the Town Council specifically for money for materials on the day and will not be spent on anything else.

Andover Community Engage

Town Mayor:

You didn't apply for any grants for this specific project from Test Valley Borough Council or Hampshire County Council, is that correct?

Representative's response:

That is correct. I appreciate that looks like a massive oversight but we are not charging £500.00 for anyone to write a grant application. It's me doing it and it's a steep learning curve. I've learnt very quickly that we can apply and what the maximums are. We put in

	<p>this grant application and we are looking at other places to find funding. It was very quickly put in as we have a lot of teenagers desperately needing this facility.</p>
C154/03/23	TOWN MAYORS ANNOUNCEMENTS
	<p>We had the Town Electors meeting which was not as well attended as this meeting. The next administration will need to work harder to promote the Town Electors meeting, to get more attendance and engagement from the public.</p> <p>We have the Elections coming up on 4 May 2023. From today until 4 April 2023, any resident of Andover Parish or in a certain radius can apply to stand as a Councillor. I would encourage people to consider standing. It is rewarding and challenging. If you want any help to get your paperwork done, please contact Test Valley Elector Services.</p>
C155/03/23	EXTERNAL REPORTS
	<p>Councillor I Anderson</p> <p>The graffiti that appears on Test Valley Borough Council walls or anywhere, we do work hard to get it off. Something that belongs to Hampshire County Council, I notify them and it gets taken off. Sadly, I cannot make private businesses get the graffiti off their walls. We can ask them and we have offered at Test Valley Borough Council, to pay for the removal of the graffiti, but if they don't want to take us up on that, I can't do much about it. I also want to make you aware of all the barriers we have had surrounding the town, we have now got rid of them. Pot holes are being reported rapidly by me.</p> <p>Councillor J Sangster</p> <p>I have been working with Aster, Hampshire County Council and Test Valley Borough Council about parking issues in Romans ward. I've spoken to a lot of residents about disability parking spots. I'm currently working on getting a jurisdiction map of who actually is responsible for them. Everyone just defers responsibility at the moment. I am also speaking to the Superintendent of Test Valley, to hopefully increase police presence in the ward and decrease anti-social behaviour.</p>
C156/03/23	ALLOTMENTS COMMITTEE
	<p>Members received and considered recommendations from the Allotments Committee. It was proposed by Councillor L Gregori and seconded by Councillor S Waue and RESOLVED: FOR - 7, AGAINST - 5, ABSTENTIONS - 0 that The Allotment Rules and Regulations Introduction be amended to include the wording "Allotment holders from outside the Parish will retain their legacy plots." Action: Town Clerk</p> <p>Members returned to the substantive motions.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and RESOLVED: FOR - 8, AGAINST - 2, ABSTENTIONS - 2 that the Allotment Rules and Regulations, with the amendment, be approved and adopted. Action: Town Clerk</p> <p>Members reviewed quotations on the cost of track repairs for Old Winton Road Allotment site.</p> <p>It was proposed by Councillor N Long and seconded by Councillor L Gregori and RESOLVED: FOR- 10, AGAINST - 1, ABSTENTIONS - 0 that quote number 1 at the amount of £1,348.78 excluding VAT, be approved. Action: Town Clerk</p>

	<p>It was proposed by Councillor S Waue and seconded by Councillor R Meyer and RESOLVED: FOR – 10, AGAINST – 1, ABSTENTIONS – 1 that the monies for the track repairs would be coming from Earmarked Reserves. Action: RFO</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor N Long and RESOLVED: Unanimously, that Allotments Committee recommendations regarding the Warden’s Terms of Reference be approved.</p>
C157/03/23	COMMUNITY AND EVENTS COMMITTEE
	<p>Members received and considered recommendations from the Community and Events Committee.</p> <p>Members received and considered the following grant applications;</p> <ul style="list-style-type: none"> • Andover Mens Shed Association • A-Fest Andover CIC • Andover Trees United • Andover Community Engage <p>Andover Mens Shed Association It was proposed by Councillor L Gregori and seconded by Councillor M Mumford and RESOLVED: Unanimously, that the Andover Mens Shed Association grant application be approved and the sum of £369.88 be awarded. Action: Town Clerk</p> <p>A-Fest Andover CIC It was proposed by Councillor L Gregori and seconded by Councillor N Long and RESOLVED: Unanimously, that A-Fest Andover CIC grant application be approved and the sum of £1,000.00 be awarded. Action: Town Clerk</p> <p>Andover Trees United It was proposed by Councillor M Mumford and seconded by Councillor C Ecclestone and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 1 that Andover Trees United grant application be approved and the sum of £1,000.00 be awarded. Action: Town Clerk</p> <p>Andover Community Engage It was proposed by Councillor L Gregori and seconded by Councillor M Mumford and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 1 that the Town Council go against its Grant Policy, in order to award the full amount of £2,350.00.</p> <p>It was proposed by Councillor N Long and seconded by Councillor C Ecclestone and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 1 that Andover Community Engage grant application be approved and the sum of £2,350.00 be awarded. Action: Town Clerk</p> <p>Members noted the King’s Coronation report, the agreed events to honour the coronation and considered the Community and Events recommendations to mark the occasion.</p>

	<p>Councillor J Sangster gave thanks to the Deputy Clerk for the hard work in the organisation of the King's Coronation.</p> <p>An amendment to the recommendations was proposed by Councillor J Sangster. It was proposed by Councillor J Sangster and seconded by Councillor N Long and RESOLVED: Unanimously, that:</p> <p>The Coronation Light design for installation on the Guildhall be approved. Action: Deputy Clerk</p> <p>The costs of 2 lights at £1,718.40 each, be approved. Action: Deputy Clerk</p>
C158/03/23	POLICY AND RESOURCES COMMITTEE
	<p>Members received and considered recommendations from the Policy and Resources Committee.</p> <p>Councillor L Gregori gave thanks to the Town Clerk for the hard work in provision of documentation.</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and RESOLVED: Unanimously, that the Risk Management Scheme (with amendments), Financial Risk Assessment and Financial Regulations, be approved. Action: Town Clerk</p> <p>It was proposed by Councillor K Hughes and seconded by Councillor R Hughes and RESOLVED: FOR - 11, AGAINST - 0, ABSTENTIONS - 1 that the draft version of Privacy Statement be approved. Action: Town Clerk</p>
C159/03/23	ADVERT FOR NEW COUNCILLORS
	<p>Members received and considered a report on elections for in May 2023. Actions for publicising the elections would include placing a colour advert on multimedia platforms, paper publications and Town Centre noticeboards. The advert would direct interested parties to Andover Town Council website to be informed in more detail about becoming a Councillor. Should they wish to apply, the information for Test Valley Borough Electoral Services will be signposted within the document.</p> <p>It was proposed by Councillor R Meyer and seconded by Councillor K Hughes and RESOLVED: Unanimously, that the proposed advertisement be approved and that the proposed actions for publicising the elections be approved. Action: Deputy Clerk</p>
C160/03/23	ANDOVER TOWN COUNCILLORS REPORTS
	<p><i>The notes below are a precis of statements/questions. They are not recorded word for word.</i></p> <p>Councillor C Ecclestone</p> <p>In Millway ward there has been concerns about issues of rats. I urge anyone with any concerns about rats coming from neighbouring properties, whether they be commercial or residential, to raise the issue with Test Valley Borough Council. At least to begin the process of remediation.</p> <p>Councillor S Waue</p> <p>You may recall from my last update that I'd been liaising with Nick Adams-King over Shepherds Spring Lane footpath and it had been suggested that we could use some of our CIL money to bring it forward.</p>

	<p>Well, after asking for a quote for the works from Highways, it turns out Hampshire County Council has the funds after all and it's getting done. So yay me for giving the final nudge to get it done and saving our CIL money for something else (suggestions eligible for CIL expenditure will be gratefully received and I'll see if I can prompt the Borough and County Councils to do those too).</p> <p>I'd also been working with Cllr Iris Andersen on resolving issues with delivery drivers using the disabled parking area in front of McDonalds and generally parking (and manoeuvring) dangerously at the pedestrian crossing. Following some issues in getting things sorted with them using cones to block them off, I'm please to report that, following conversations between ourselves, TVBC planning officers, the landowner and the franchisee, there is now very clear signage on the disabled spaces, no more cones and the delivery drivers have been told not to use them.</p> <p>The Walworth Roundabout resurfacing that was planned to take 15 nights is now scheduled to finish tomorrow. Fingers crossed the weather does not delay that again.</p> <p>On the subject of resurfacing and Operation Resilience, after asking for details on whether there are any other plans for resurfacing works in Andover, I've been told (again by Cllr Adams-King) that Hampshire County Council are currently working on their list for the next financial year, including the priority for working and has told me that he'll share any local work with us.</p> <p>Finally, as none of us should presume to still be here after May 4th, I'd like to take the opportunity while we're all here at our last scheduled full council meeting, to say thank you to those who have supported, worked with and helped in my last 2 years as a town councillor. We've all had agreements and disagreements, but I think it's important to remember that there are no heroes or villains on our local councils. Just a lot of different people with different ideas on the decisions that effect our area and some hard working staff who have had to deal with us all. I feel privileged to have had the support of enough people to have a place here for the past 2 years and been able to work and debate with all of you.</p>
C161/03/23	QUESTIONS FROM TOWN COUNCILLORS
	There were no questions received from the Town Councillors.
C162/03/23	CONTRACTUAL AND DELEGATED PAYMENTS
	Members received and noted the contractual and delegated payments that had already been made.
C163/03/23	PAYMENTS FOR APPROVAL
	<p>Members noted that there were no payments that required approval for the period of 20th January 2023 to 15th March 2023.</p> <p>The Town Clerk advised Members that payments were now being made every Friday and as at the time of this Council meeting, there were no outstanding payments. The Town Clerk gave her thanks to the two Councillors for being excellent and efficient in signing off payments and their support.</p>

C164/03/23	FINANCIAL PAPERS FOR APPROVAL
	<p>The issue of the Town Council having multi bank accounts was raised. The Town Clerk advised Members that approval was given at the last Policy and Resources meeting to open 2 new bank accounts, which was currently in progress.</p> <p>It was proposed by Councillor D Coole and seconded by Councillor L Gregori and RESOLVED: Unanimously, that the virement of £99,099.83 from General Reserves to CIL monies be approved. Action: RFO</p> <p>It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and RESOLVED: Unanimously, that the following papers be approved:</p> <ol style="list-style-type: none"> a. Bank Statements and Bank Reconciliation b. Cashbook c. Budget d. Earmarked Reserves
C165/03/23	SIDS
	Members received and noted a SIDs report which contained data for the period of 9 February 2023 to 1 March 2023, on London Road and Weyhill Road.
C166/03/23	DATE OF NEXT MEETING
	Members noted that there would be an extraordinary Council meeting in April 2023, the date of which would be advised at the earliest opportunity.
C167/03/23	EXCLUSION OF THE PRESS AND PUBLIC
	It was proposed by Councillor N Long and seconded by Councillor L Gregori and RESOLVED: Unanimously , that the Members of the Press and Public be excluded from the Meeting at Agenda Item 19 due to the confidential nature of the item and to comply with GDPR.
C168/03/23	ALLOTMENT COMMITTEE RECOMMENDATIONS
	<p>The Drove</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes and RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS – 1 that the Allotments Committee recommendation of not granting permission to the resident, to have gate access via their back garden, be approved. Action: Town Clerk</p> <p>Vigo Road</p> <p>It was proposed by Councillor D Coole and seconded by Councillor R Hughes and RESOLVED: Unanimously, that:</p> <ol style="list-style-type: none"> a. Advice be requested from the Town Council’s solicitors regarding the cost of completing a Licence to Occupy and an annual fee payable by the resident, to allow access onto the allotment. Action: Town Clerk b. A condition is added to the Licence to Occupy which would state that the Licence to Occupy would become null and void, upon the owner ceasing to be an allotment plot holder or the house was sold. Action: Town Clerk

The Town Mayor closed the meeting at 7.22pm.	
Town Mayor	Date

DRAFT