



# ANDOVER TOWN COUNCIL

## Council Minutes

### Time and date

6.30pm on Wednesday 22 November 2023

### Place

Upper Guildhall, Andover

Cllr R Hughes (Town Mayor) (P)		
Cllr J Sangster (Deputy Town Mayor) (P)		
Cllr K Bird (P)	Cllr J Cockaday (P)	Cllr M Farren (P)
Cllr L Gregori (A)	Cllr T Gregory (A)	Cllr S Hardstaff (P)
Cllr J Hughes (P)	Cllr K Hughes (P)	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)

Tor Warburton (Deputy Town Clerk)

### Members of the Public: 5

**County/Borough Councillors:** Cllr Z Brooks

Apologies received from Cllr I Anderson

**Members of the Press: 1**

APOLOGIES	
<b>C 151/11/23</b>	Apologies were received from Councillors L Gregori, T Gregory, 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 152/11/23</b>	<p>Q1: I Asked Council four months ago when the sign which has been removed from the Tree at Vigo Road Recreation Ground, be replaced? I also returned to the Council, a sign for a tree on the Vigo Road roundabout. I was assured I would be contacted when they would be replaced, but this has not happened.</p> <p>The works would be followed up and an update would be sent. <b>Action: Town Clerk.</b></p>

Signed as a true and accurate record of the meeting:

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

<b>TOWN MAYOR'S ANNOUNCEMENTS</b>	
<b>C 153/11/23</b>	<p>The Town Mayor made the following announcements:</p> <p>The Andover Town Band memorial concert in the Baptist Church had been a great success and felt like the Albert Hall had been brought to Andover. It had been emotional to see all the names of the fallen from Andover on the screen.</p> <p>The Mayor had attended the Remembrance Parade on Sunday 12<sup>th</sup> November.</p> <p>The Christmas Lights switch on at the Christmas Festival had gone well and the Deputy Clerk was particularly thanked for her efforts. It had been a wonderful event, and it was hoped that next year would be even better.</p> <p>Test Valley Brass Band had performed at Christmas concert at John Hanson school which was well attended and enjoyed by all.</p>
<b>EXTERNAL REPORTS</b>	
<b>C 154/11/23</b>	<p><b>Councillor J Sangster</b></p> <p>Flooding on Ceasar Close in Romans Ward - I have been working with TVBC Officers to see if a solution can be found for the flooding.</p>
<b>INTERESTS</b>	
<b>C 155/11/23</b>	<p>Non-pecuniary declarations were received from:</p> <ol style="list-style-type: none"> <li>1. Councillor E Reynolds, as a member of the Drove Association and an allotment plot holder.</li> <li>2. Councillor H Neate, as a plot holder at Ox Drove.</li> </ol> <p>A pecuniary interest was declared by Councillor H Neate in items 13 to 17 of the agenda as she lives very close to the site in question. A dispensation was granted to allow Councillor Neate to introduce the items, and give background information. She would then be required to leave the room and not participate in discussion or voting.</p>
<b>MINUTES</b>	
<b>C 156/11/23</b>	<p>An amendment was requested for Minute number C 146/10/23, that the wording 'Councillor J Cockaday' be corrected to read 'Councillor J Sangster.'</p> <p>It was proposed by Councillor K Bird and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b>, that the Minutes of the Town Council Meeting held on 18 October 2023, with the amendment, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed.</p> <p><b>Action: Committee Officer</b></p>
<b>CONTRACTUAL &amp; DELEGATED PAYMENTS</b>	
<b>C 157/11/23</b>	<p>Members received and noted the contractual and delegated <a href="#">payments</a> that had been made in the period of 26<sup>th</sup> October 2023 to 14 November 2023, as per report detailed in appendix 7 on the agenda.</p>

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<b>PAYMENTS FOR APPROVAL</b>	
<b>C 158/11/23</b>	Members noted that there were no payments that required approval.
<b>FINANCIAL REPORTS</b>	
<b>C 159/11/23</b>	<p>It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b>, that items A to D as follows, be approved:</p> <ul style="list-style-type: none"> <li>a. <a href="#">Bank Statements and Bank Reconciliation</a> showing balances: <ul style="list-style-type: none"> <li>i. UTB 1 = £547,905.44</li> <li>ii. UTB 2 = £87,230.06</li> <li>iii. Redwood Bank = £86,287.43</li> <li>iv. Total = £721,422.93</li> </ul> </li> <li>b. <a href="#">Cashbook</a> <ul style="list-style-type: none"> <li>i. Gross receipts to date = £399,759.32</li> <li>ii. Gross payments to date = £237,084.80</li> </ul> </li> <li>c. Budget <ul style="list-style-type: none"> <li>i. Net Budget remaining = £154,289.53</li> </ul> </li> <li>d. <a href="#">Earmarked Reserves</a> <ul style="list-style-type: none"> <li>i. Elections = £79,036.28</li> <li>ii. Allotments = £ 86,662.26</li> <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> </li> </ul>
<b>AUDIT UPDATE</b>	
<b>C 160/11/23</b>	<p>Members noted an <a href="#">update</a> on the Conclusion of Audit for 2022 – 2023 and preparation for Interim Audit for 2023 – 2024.</p> <p>Thanks were given to the Town Clerk and Officers for their hard work.</p>
<b>QUESTIONS FROM COUNCILLORS</b>	
<b>C 161/11/23</b>	There were no questions received from the Councillors.
<b>BACK TO BASICS</b>	
<b>C 162/11/23</b>	<p>The Mayor stated that the agenda item would not be considered at this meeting and that he was deferring it to the Policy and Resources Committee for review, before bring back to Full Council for final approval. No vote was taken.</p> <p><b>Action: Town Clerk</b></p>
<b>LAND PURCHASE</b>	
<b>C 163/11/23</b>	<p>Councillor H Neate introduced the agenda item 13 to 17, and gave a short summary to aid comprehension.</p> <p>Members considered the papers; 13- <a href="#">explanation</a> and noted how the Council will proceed in considering actions transparently, 14- <a href="#">feasibility options</a> , 15a- Confidential paper summarising discussions with the Landowner, 15b- <a href="#">Project Risk</a></p>

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	<a href="#">Assessment</a> and noted that some risks cannot be eliminated, and some risks are outside of Council's control. (Councillor H Neate left at 6.54pm)
<b>LAND PURCHASE FEASIBILITY</b>	
<b>C 164/11/23</b>	After a discussion, it was proposed by Councillor K Bird and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b> , that the feasibility options document, be approved. <b>Action: Town Clerk</b>
<b>LAND PURCHASE RISK ASSESSMENT</b>	
<b>C 165/11/23a</b>	Members noted a Confidential Paper which detailed the discussion with the Landowner.
<b>C 165/11/23b</b>	It was proposed by Councillor J Sangster and seconded by Councillor J Cockaday and <b>RESOLVED: Unanimously</b> , that the <a href="#">Project Risk Assessment</a> , be approved. <b>Action: Town Clerk</b>
<b>C 165/11/23c</b>	It was proposed by Councillor S Waue and seconded by Councillor J Hughes and <b>RESOLVED: FOR – 5, AGAINST – 7, ABSTENTIONS – 0</b> , that the Council take a week to consider the draft Press Release. <b>Motion failed.</b>  It was further proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the following selected members be delegated to oversee the amendments of the Draft Press Release immediately following the end of the meeting: <b>Action: Councillors K Bird, M Farren, S Hardstaff, E Reynolds, J Sangster and Town Clerk.</b>
<b>LAND PURCHASE ACTIONS FROM OCTOBER</b>	
<b>C 166/11/23a</b>	Members noted an updated <a href="#">Project Document</a> from October 2023.
<b>C 166/11/23b</b>	Members noted <a href="#">information</a> and actions as required from the October Full Council meeting.
<b>LAND PURCHASE WORK PROGRAMME</b>	
<b>C 167/11/23</b>	It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: FOR – 10, AGAINST – 0, ABSTENTION – 1</b> , that the continuation of the <a href="#">work programme</a> to build the business case for Council's later review and final decision on whether the land purchase project goes ahead, be approved. <b>Action: Town Clerk</b> (Councillor H Neate rejoined the meeting at 7.19pm)
<b>COMMUNITY AND EVENTS REPORTS</b>	
<b>C 168/11/23</b>	Members received Officers' Community and Events Working Group <a href="#">notes</a> from the previous meeting on 8 November 2023.

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<b>C 169/11/23</b>	<p>Members considered a report on the <a href="#">Christmas Lights</a>. It was proposed by Councillor H Neate and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b>, that the extended marked columns on Parish Online, be approved. Members noted that SSE would be instructed to install the Commando sockets as previously agreed at Full Council (C146/02/23) and that a tender document for the extension would be brought to Full Council on 6 December 2023, for approval. <b>Action: Deputy Clerk</b></p>
<b>COMMUNITY AND EVENTS RECOMMENDATIONS</b>	
<b>C 170/11/23</b>	<p><b>Fireworks</b> It was proposed by Councillor M Farren and seconded by Councillor S Hardstaff and <b>RESOLVED: FOR – 11, AGAINST – 0, ABSTENTIONS: 1</b>, that the Community and Events WG recommendations, that:  A) no further consideration is given regarding free fireworks events for the rest of this administration, unless the event is funded by partners;  B) no further action is taken on Wayleaves;  be approved. These would be removed from the C&amp;E Work program. <b>Action: Deputy Clerk.</b></p>
<b>COMMUNITY AND EVENTS LOGO</b>	
<b>C 171/11/23</b>	<p>It was proposed by Councillor H Neate and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b>, that this item be deferred to the next Full Council meeting and more information be provided in the interests of openness and transparency. <b>Action: Town Clerk and Deputy Town Clerk.</b></p>
<b>COMMUNITY AND EVENTS STRUCTURE</b>	
<b>C 172/11/23</b>	<p>It was proposed by Councillor M Farren and seconded by Councillor K Bird and <b>RESOLVED: FOR – 10, AGAINST – 0, ABSTENTIONS – 2</b>, that the Community and Events WG continuing as a working group, be approved. <b>Action: Deputy Clerk.</b></p>
<b>POLICIES</b>	
<b>C 173/11/23</b>	<p>Members noted that the following policies would be reviewed on the 23 November 2023, by a Working Group and brought to the December Full Council meeting:</p> <ul style="list-style-type: none"> <li>• Civility and Respect Pledge</li> <li>• Media</li> <li>• Defibrillator</li> </ul> <p><b>Action: Deputy Clerk</b></p>
<b>OFFICE CLOSURE DATES</b>	
<b>C 174/11/23</b>	<p>Members noted the <a href="#">office Christmas closure dates</a>.</p>

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<b>THE DROVE WATER WORKS</b>	
<b>C 175/11/23</b>	Members received a verbal update relating to The Drove Allotment's water works. Work was expected to start on 4 <sup>th</sup> December, but was ultimately weather dependant.
<b>ASB WG UPDATE</b>	
<b>C 176/11/23</b>	The Town Clerk had received a request to amend the Notes from the last Anti-Social Behaviour Working Group, so a revised report would be circulated as soon as possible after the meeting.
<b>BUDGET REVIEW</b>	
<b>C 177/11/23a</b>	Members reviewed the suggested <a href="#">amendments</a> to the Budget. TVBC would be asked for quotations for parking passes for Officers. <b>Action: Town Clerk.</b> Quote for the Website rebuild would be sought. <b>Action: Town Clerk.</b>
<b>C 177/11/23b</b>	Members reviewed the amended <a href="#">Budget report</a> . The Report would be brought to the next P & R Committee for further review. <b>Action: Town Clerk.</b>
<b>POLLING DISTRICT REVIEW</b>	
<b>C 178/11/23</b>	It was proposed by Councillor K Hughes and seconded by Councillor J Sangster and <b>RESOLVED: Unanimously</b> , that the <a href="#">Polling Review</a> Working Group's recommendations for alternative Polling Stations be approved and that Officers be delegated to respond to the Test Valley Borough Council's Polling District Review consultation by 24 November 2023. <b>Action: Deputy Clerk</b>
<b>AUTOSPEED WATCH (ASW)</b>	
<b>C 179/11/23</b>	Members noted an <a href="#">update</a> on the AutoSpeed Watch project.
<b>DATE OF NEXT MEETING</b>	
<b>C 180/10/23</b>	Members noted that the date of the next meeting would be <b>Wednesday 6 December 2023</b> , to be held in the <b>Upper Guildhall, Andover, at 6.30pm.</b>

The Town Mayor closed the meeting at **8.06pm.**

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