



# ANDOVER TOWN COUNCIL

## Minutes Council

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### Time and date

7.00pm on Thursday 6 September 2012

### Place

Upper Guildhall, Andover

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Present: Cllrs David Drew (Chairman), Geoff McBride (Vice Chairman) Katherine Bird, Alan Cotter, Janet Evans, Andrew Fitchet, Karen Hamilton, Sandra Hawke, Barbara Long, Christopher Lynn, Brian Page, Veronika Pond, Philip North, Roy Shukri.

Steven Hardstaff joined the meeting following his Co-option to the Council.

Members not present: Zilliah Brooks and Kevin Hughes.

Officers Present: W Coulter (Town Clerk) (taking the minutes)

Members of the Public: 26

### C 31/12 Apologies

Apologies for absence were received and accepted from Councillors Z Brooks and K Hughes.

### C 32/12 Declarations of Interest

Councillor Lynn declared a personal interest in Item 10 – Website Addition – his son and daughter in law have an allotment at The Drove.

Councillor Sandra Hawke declared a personal interest in Item 10 – Website Addition - her husband has an allotment.

### C 33/12 Minutes

It was proposed by Councillor Page and seconded by Councillor Hamilton that the minutes of the Council meeting held on 14 June 2012 be signed by the Chairman as a correct record.

**RESOLVED that the Minutes of the Council meeting dated 14 June 2012 be approved and adopted.**

### C 34/12 Public Participation

Approximately 9 members of the public asked questions and made statements regarding the Town Council's allotments. The matters they raised included:-

- The suitability of some plots for use as an allotment.
- The number of plots on Vigo Road that have been empty for years. This is unfair to those on the waiting list.
- The Town Council is spending a lot of money on maintenance - What are we getting for our money? Can these costs be justified?
- Concern about rubbish collection and the sale of metal for profit.
- The tenants don't know about the Council's meetings and therefore don't know what's going on.
- Can the Council provide details of the criteria to keep their plots including the level of maintenance required?
- Are the allotments going to be sold for housing?
- Lack of knowledge regarding allotment Wardens, including who they are.
- We very rarely see anyone doing maintenance on our site.
- We seem to be paying £40 for nothing as trees haven't been cut back as promised.
- The rents haven't been increased for 6 years, why haven't they been put up before?
- Allotments should not pay for themselves. They were never set up with the idea that they should pay for themselves.
- What has happened to the rent that has been paid in the past?
- The allotment tenants could trim the hedges and trees themselves. You are not asking them to do that at the moment.
- The allotment sites have different costs for each site. What are you going to do?
- The High Court found that allotment rental should be reasonable and should be in line with the charge of other leisure services. Allotments are a leisure service.
- The front gate handle on Barlows Lane has been broken for years. You've not fixed it.

**Cllr McBride** – Chairman of the Allotments Sub-Committee thanked the allotment holders for their questions and comments and assured everyone that they would all be carefully considered at the next sub-committee meeting.

He also confirmed that it was clear that the information from the Council is not filtering down to the allotment holders. Meetings with Allotment Wardens will be held to confirm what they need to do. He also confirmed that the Town Council is looking into the possibility of hardship fund in the long term, however this will need to be means tested which will be a very costly process. The notice boards on the allotment sites and the new website will be used to publicise and provide more information about what we are doing.

**Cllr Drew** – Chairman of Andover Town Council thanked the members of the public for their questions. He reassured allotment holders that allotment land cannot be built on and to the contrary, The Town Council would like to see more land in Andover available for allotment sites. He restated Cllr McBride's comments in that The Town Council will work to improve the communication and keep allotment holders better informed. He assured them that their points and questions would be given serious attention and encouraged anyone with any ideas or problems to contact the Town Council via letter, email or telephone.

## **C 35/12 Chairman's Announcements**

The Chairman welcomed all Members of Andover back from the summer holiday. He went on to remind Members about the Olympic Flame passing through Andover and the wonderful and successful Olympics and Paralympics and the success of Team GB. He commented that the Diamond Jubilee Concert co-hosted by the Town Council and Andover Town Band had been very successful. Finally the Chairman reminded Members of the Town Council's Charity Day event on 16 September 2012 and asked that if any further Members could spare the time to contact either Cllr Karen Hamilton or Cllr Alan Cotter.

**C 36/12 Committee Minutes**

The following Minutes were received and noted:  
27 June 2012 – Amenities and Town Development Committee  
19 July 2012 – Policy and Resources Committee  
28 May 2012 – Planning Committee  
18 June 2012 – Planning Committee  
9 July 2012 – Planning Committee  
30 July 2012 – Planning Committee

**C 37/12 Co-option of New Member**

Members considered the Co-option of a Member to Andover Town Council following the resignation of Mr Tony Raper.

Members noted that an Election was not called following due process with the Electoral Authority, Test Valley Borough Council. Therefore the Town Council had a duty to co-opt another Member.

Members noted that applications had been received from the following candidates:

Mrs Iris Andersen  
Mr Steven Hardstaff  
Mr Barry Hodgson  
Mr Richard Kidd  
Mr Nigel Long  
Mr Peter Mather

The Chairman informed Members that Mrs Iris Andersen had withdrawn her application. Members were further informed that Mr Peter Mather was unable to attend the meeting.

It was proposed by Councillor P North and seconded by Councillor K Bird that all the applicants be nominated as candidates by a single resolution.

**RESOLVED: That the following applicants, namely; Mr Steven Hardstaff, Mr Barry Hodgson, Mr Richard Kidd, Mr Nigel Long and Mr Peter Mather be accepted as candidates for Co-Option to Andover Town Council.**

The Candidates were invited by the Chairman to make a two minute presentation to the Members of Andover Town Council.

The vote was taken by ballot and Mr Steven Hardstaff received an absolute majority vote of councillors present and was therefore co-opted on to the Town Council.

Mr Hardstaff signed the Declaration of Acceptance of Office before taking his place at the Council table.

**RESOLVED: That Mr Steven Hardstaff, having received the absolute majority vote, be co-opted on to Andover Town Council, having signed the Declaration of Acceptance of Office.**

Councillors were advised that Mr Steven Hardstaff had requested to be a Member of the Amenities and Town Development Committee and the Policy and Resources Committee, it was therefore proposed by Councillor P. North and seconded by Councillor B. Page and

**RESOLVED: That Cllr S Hardstaff be a Member of the Amenities and Town Development Committee and the Policy and Resources Committee with immediate effect.**

**C 38/12 Code of Conduct**

Members noted the legal advice from the National Association of Local Councils; "A

Council must continue by resolution or revise its existing Code of Conduct or adopt a new Code of Conduct which complies with the requirements of the Localism Act 2011". Members noted that the Policy and Resources Committee had made a recommendation to Full Council that the new Code of Conduct be adopted. Councillor P North, Chairman of the Policy and Resources committee explained that the Town Council should adopt the new Code of Conduct to comply with the Localism Act 2011.

It was proposed by Councillor P North and seconded by Councillor K Bird that the Town Council adopted the new Code of Conduct.

**RESOLVED: That Andover Town Council adopt the new Code of Conduct.**

The Chairman reminded Members that if they had any questions regarding the new Code of Conduct to contact the Town Clerk.

**C 39/12 Cheque Signatories**

Members were requested to approve the removal of Anthony Raper from the signatory list and to approve the addition of Councillors David Drew, Alan Cotter and Janet Evans. Members noted that the current signatories were as follows: Cllr Katherine Bird, Councillor Barbara Long and Councillor Philip North.

Members were further requested to approve an amendment to Financial Regulation 5 Banking Arrangements and Cheques to include: *5.5 Under normal circumstances, to remove with immediate effect, a cheque signatory who is no longer a Councillor.*

It was proposed by Councillor K Bird and seconded by Councillor B Carpenter and

**RESOLVED: That**

- 1. Anthony Raper be removed as a cheque signatory for Andover Town Council**
- 2. The following Members be approved as cheque signatories; Councillor David Drew, Councillor Alan Cotter and Councillor Janet Evans.**
- 3. An amendment be made to Financial Regulations 5, Banking Arrangements and Cheques to include: 5.5 Under normal circumstances, to remove with immediate effect, a cheque signatory who is no longer a Councillor.**

**C 40/12 Website Addition**

Members were requested to approve the addition and cost of an Allotments Section to the Town Council website. Members were advised that the cost of the addition would be £450 + VAT and that this cost was within the overall website budget. Members were further requested to consider delegation to the Town Clerk to implement the Allotments Website section with the website developer and to continue with developments and improvements.

It was proposed by Councillor G McBride and seconded by Councillor B Long and

**RESOLVED: That the cost of £450 + VAT for the Allotments Section of the website be approved and that the Town Clerk have delegated authority to continue the development and improvement of the website.**

**C 41/12 Christmas Lights 2012**

Members were requested to approve a Christmas Lights Scheme for Christmas 2012.

The Town Clerk explained that this item had been placed on the agenda as time was of the essence. In order to make sure that the Xmas lights could be ordered and that their installation could meet the installation deadline, a decision was needed urgently.

Councillor C. Lynn proposed and Councillor P. North seconded that the decision should be deferred to the Amenities and Town Development Committee meeting to take place

on 19 September 2012. A vote was taken, 6 for, 9 against and the proposal was lost.

Following further debate it became clear that while some of the information needed to make the decision had been obtained, some important information was yet to be received from the supplier, Blachere Illuminations.

It was therefore proposed by Councillor A Fitchet and seconded by Councillor J Evans that the supplier be approved and the design of the motifs be approved. In addition that authority be delegated to the Town Clerk to allow her to action licence requests and planning permissions and that the final decision as to whether the scheme be approved for one, two or three years be delegated to the Amenities and Town Development Committee.

**RESOLVED:**

- 1. That Blachere Illuminations be appointed to supply the Christmas Lights for 2012.**
- 2. The Town Clerk be given delegated authority to action the installation of lights and proceed with obtaining the relevant licences and permissions.**
- 3. The Amenities and Town Development Committee be given delegated authority to approve the length of contract, one, two or three years with Blachere Illuminations.**

**C 42/12 Quality Council Status**

Members were asked to consider the recommendation of the Policy and Resources Committee that the Town Council prepare an application to become a Quality Council.

Members noted a report on Quality Council Status and the Chairman of the Policy and Resources Committee explained that the P&R Committee would be considering a work plan and any Budgetary implications at its next meeting.

It was proposed by Cllr North and seconded by Cllr Bird and

**RESOLVED:**

- 1. That the Town Council prepares an application for Quality Council Status.**
- 2. The Policy and Resources Committee will work on an Action Plan for the work to be completed and implemented.**
- 3. The Policy and Resources Committee will consider the Budget requirements for the Quality Council Status.**

**C 43/12 Staffing Policies**

Members considered a recommendation from the Staffing Sub-Committee to adopt a Pay Policy. The Pay Policy was considered and it was proposed by Councillor Evans and seconded by Councillor Fitchet and

**RESOLVED: That the Pay Policy be agreed and adopted.**

**C 44/12 Office Policy**

Members considered a recommendation from the Staffing Sub-Committee to adopt an Office Policy.

Councillor Hawke requested that the word 'equally' be changed to 'fairly'. This was agreed by Members and it was proposed by Councillor Evans and seconded by Councillor Fitchet and

**RESOLVED: That the Office Policy be agreed and adopted with amendment.**

**C 45/12 Officer/Member Protocol**

Members considered a recommendation from the Staffing Sub-Committee to adopt a Councillor and Employee Relations Protocol.

It was proposed by Councillor Evans and seconded by Councillor Fitchet and

**RESOLVED: That the Councillor and Employee Relations Protocol be agreed and adopted.**

**C 46/12 Diamond Jubilee Celebrations**

Members were asked to consider the species of tree to be planted in Vigo Road Recreation Park to commemorate the Queens Diamond Jubilee. It was agreed that this item be referred to the Amenities and Town Development Committee for consideration.

**C 47/12 Finance**

Members received and approved the list of payments up to 4<sup>th</sup> September 2012.

Supplier	Payment Details	Amount (£)
ACE Liftaway	Toilet services - Allotments	£463.75
Mrs M Bayes	August Salary	£795.38
British Telecom (DD)	Telephone and Internet Charges August	£78.86
Miss W Coulter	September Salary	£1,959.49
Miss W Coulter	August expenses	£91.46
Custom Studio	Website hosting August & September	£71.88
Custom Studio	Website - allotments sub-section	£540.00
Danwood	Quarterly hire and photocopying costs	£430.39
DMJ Butler Country Services	Erection of chainlink fence - Vigo Rd Allots	£341.67
First Clean Services	Window cleaning 21.05.2012	£18.00
H M Revenue & Customs	September tax	£976.38
Kevin Justice	Stopcock cover BL, tap post TD	£68.50
Network Waste	Skip hire - allotments	£228.00
Npower (DD)	Electricity charges - May - August 2012	£149.21
Southern Water	Mylen Road Allotment (Jan-July 2012)	£100.03
Southern Water	Barlows Lane Allotments (May-Aug 2012)	£171.05
Southern Water	Old Winton Rd Allotments (May-Aug 2012)	£41.87
Viking Payments	Stationery	£130.00
ACE Liftaway	Toilet services - Allotments	£457.75
	<b>Total Payments up to 4 September 2012</b>	<b>£7113.67</b>

**C 48/12 Questions from Councillors**

There were no questions from Councillors.

**C 49/12 Reports from Councillors**

Cllr Hawke reported that Andover Hospital was to receive funding for refurbishment and renovation.

Cllr Hardstaff wished to record his thanks to the Members of Andover Town Council for Co-opting him to the Town Council.

Cllr McBride informed Members that he was continuing to liaise with the armed forces to build relations.

The Youth Council project was progressing and a date for scoping meetings would be agreed soon.

He reminded Members that a new Member was required for the Allotments Sub-Committee.

Cllr Kerley informed Members that the VIP's were joining forces with the talking newspaper and the service would be available in the library.

Cllr Hamilton reported that everything was on track for the Community Day. The Town Council would have its own stall and the Mayor of Test Valley would be attending on the day.

Cllr North reported that a consultation on changes in Council Tax was being considered by the Borough Council.

**C 50/12 Reports from Borough and County Councillors**

There were no reports from Borough or County Councillors.

The Chairman closed the meeting at 9.15pm.

Chairman

Date