



# ANDOVER TOWN COUNCIL

## Minutes Council

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### Time and date

7.00pm on Thursday 14 June 2012

### Place

Upper Guildhall, Andover

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

Members not present: Barbara Carpenter, Marion Kerley and T Raper.

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

Members of the Public: 34

Prior to the commencement of the Council meeting, Presentations of prizes were made to the Winners of the Schools Diamond Jubilee Painting Competition and the Winners of the Diamond Jubilee 'Best Dressed Window' competition.

All the winners of the Schools competition attended and collected their prizes and were photographed with the Chairman for the local press.

There were joint winners of the Best Dressed Window competition, The Willows and Andover Framing. They each received plaques to display in their shops.

### C 13/12 Apologies

Apologies for absence were received and accepted from Councillors B Carpenter and M Kerley.

### C 14/12 Declarations of Interest

Councillor Long declared a personal and prejudicial interest in Item 12 – Allotment Rental Increase – she has an allotment and is the Warden for Vigo Road allotments. Cllr Long made a statement at the Item and then withdrew from the meeting.

Councillor Lynn declared a personal interest in Item 12 – Allotment Rental Charges – his son and daughter in law have an allotment at The Drove. Councillor Sandra Hawke declared a personal interest as her husband has an allotment.

Councillor Hamilton arrived at the meeting.

**C 15/12 Minutes**

It was proposed by Councillor North and seconded by Councillor Drew that an amendment be made to the draft Minutes of the Council meeting held on 2 May 2012. Councillor North proposed that the wording of Minute Number C10/12 should read: *'Councillor North proposed that the Committee membership as outlined in the Report B should be accepted with a reduction in the number of Members on the Staffing Sub-Committee and proposed that as Councillor Raper was on 4 other Committees and Sub-Committees he be removed from the Staffing Sub-Committee'.*

After debate the amendment was voted upon and declared carried by 7 votes to 4. Councillors Brooks and Hughes did not vote as they were absent from the previous meeting.

**It was RESOLVED that the Minutes of the Annual Council meeting dated 2 May 2012 be approved and adopted as amended.**

**C 16/12 Public Participation**

No members of the Public present made a statement.

**C 16/12 Chairman's Announcements**

The Chairman thanked all Councillors who had been involved with the events for the Queens Diamond Jubilee celebrations.

He reminded Members that the 'Best of British' Concert was taking place at The Lights on 30<sup>th</sup> June 2012 at 7.30pm and tickets were still available.

A public meeting had taken place about the future of Andover Town Centre and had been attended by about 80 people. A suggestion for additional parking spaces on Bridge Street, enabling 'Park, Dash and Go' was proposed at the meeting. Test Valley BC would be asked for their comments on this idea.

The Chairman reminded Members that the Carnival were recruiting volunteers to help out on Carnival Day and that a 'Sparkle' day was taking place in the Town Centre on 22 June, encouraging everyone to put their litter in a bin.

**C 17/12 Committee Minutes**

The following Minutes were received and noted:

2 May 2012 – Amenities and Town Development Committee

5 March 2012 – Planning Committee

26 March 2012 – Planning Committee

16 April 2012 – Planning Committee

8 May 2012 – Planning Committee

**C 18/12 Internal Auditors Report and Action Plan**

Members were asked to agree the Internal Auditors Report and approve the Action Plan. Members noted that the Action Plan included actions completed from the previous year.

It was proposed by Councillor Bird and seconded by Councillor North and unanimously

**RESOLVED: That the Internal Auditors Report for the year ending 31 March 2012 be agreed and the Action Plan be approved – Report and Action Plan attached to record minutes.**

**C 19/12 Annual Return for the Year Ended 31 March 2012**

The Annual Return for the Year Ended 31 March 2012 was presented to full Council.

It was proposed by Councillor Page and seconded by Councillor North and unanimously

**RESOLVED: That the Annual Return for the Year Ended 31 March 2012 be received and approved for signature by the Chairman of Andover Town Council.**

**C 20/12 Paper Waste Disposal**

Members received a report on the disposal of the Town Council's business waste, to comply with Sections 33 and 34 of the Environmental Waste Protection Act 1990.

Members debated whether all the Council's waste would be considered as confidential waste and it was suggested that a local charity, which provided collection of recycling, should be contacted to investigate whether they would be prepared to deal with the Town Council's recycling waste.

It was proposed by Councillor Long that the recommendation as contained in the report be agreed, this was seconded by Councillor Page and unanimously

**RESOLVED that:**

- 1. The responsibilities of the Town Council with regard to the Environmental Protection Act and Data Protection Act be noted.**
- 2. Delegation be given to the Town Clerk to manage the appointment of an appropriate Waste Management and Disposal Service.**
- 3. Delegation be given to the Town Clerk and Allotments Sub-Committee to monitor waste disposal from Allotments in order to comply with the Environmental Protection Act.**

**C 21/12 Amendment of Standing Orders**

Members were asked to consider an amendment to Standing Order 15 (ix) as per the Internal Auditors report.

The Town Clerk suggested an alternative form of wording for the Standing Order, as follows:

"The Council Chairman or Vice-Chairman and the Chairmen of Standing Committees shall have the right to attend and contribute to a debate at any Committee which they are not already a Member. In this 'ex-officio' capacity they shall have no voting rights or the ability to propose motions, neither shall they form part of the quorum".

It was proposed by Councillor Bird and seconded by Councillor Long that Standing Order 15 (ix) be removed from the Town Councils Standing Orders.

After debate, the amendment was rejected by a majority of 6 to 3.

It was then proposed by Councillor Evans and seconded by Councillor Cotter that the wording as suggested by the Town Clerk be adopted.

This was voted upon and declared carried by 6 "for" and 3 "against".

**RESOLVED that Standing Order 15 (ix) be amended to read: "The Council Chairman or Vice-Chairman and the Chairmen of Standing Committees shall have the right to attend and contribute to a debate at any Committee which they are not already a Member. In this 'ex-officio' capacity they shall have no voting rights or the ability to propose motions, neither shall they form part of the quorum".**

Councillor A Fitchet left the meeting.

**C 22/12 Standing Committees**

This item was withdrawn, following the amendment of the Minutes of Council from 2 May

2012.

**C 23/12 Allotment Rental Increase**

Members considered the level of Allotment rental increase for 2013/2014 and subsequent years and considered the Options outlined in the accompanying report (**attached to record minutes**).

Councillor Long made a statement and having declared a Personal and Prejudicial interest left the meeting.

Members debated the increase and the options contained in the report. It was proposed by Councillor McBride and seconded by Councillor Evans that Option 2 from the report be agreed.

A vote was taken, with 1 Member voting against.

**RESOLVED: To increase the Allotment Rental in 2013/2014 by 0.21p to 0.40p per square metre and then by the rate of inflation each year thereafter.**

Councillor Long returned to the meeting.

Councillor Hughes left the meeting.

**C 24/12 Jubilee Events**

Councillor Long reported to Members on the events that had taken place celebrating the Queens Diamond Jubilee. The report is attached.

Councillor Bird proposed that the Council give a Vote of Thanks to Councillor Long and the Jubilee Working Group for all the work they had put in to the celebrations, this was seconded by Councillor Evans.

Members unanimously agreed the Vote of Thanks.

**C 25/12 Finance**

Members received and approved the list of payments up to 11 June 2012.

Supplier	Payment Details	Amount (£)
ACE Liftaway	Allotment Toilet Services	437.15
Mrs M Bayes	May Salary	818.40
Miss W Coulter	June Salary	1967.65
Miss W Coulter	May Expenses	155.92
Custom Studio	Website – Doc downloads, training, amendments	1564.20
Custom Studio	Website hosting – June 2012	35.94
Hampshire CC	Stationery	86.83
Test Valley BC	Hire of Guildhall (2 May & 14 June)	56.00
Viking Office Supplies	Date stamp + envelopes	96.40
Zapp Event Services	Stall Hire for Charity Day	720.00
Kevin Justice	Repair of tap – Mylen Road allotment	30.00
DMJ Butler Country	Allotment maintenance	1435.27
ACE Liftaway	Allotment Toilet Services	469.75
Blachere Illuminations	Jubilee Plaque (Inc installation and removal)	3490.00
Mr D Bolland	Grass Cutting (Admirals Way allotment)	12.00
H W Controls	Internal Audit (YE 31 March 2012)	900.00
Mrs B Long	Jubilee Expenses (inc gas cylinders for beacon)	164.18
Test Valley BC	Hire of Guildhall for Jubilee plaque	60.00

	<b>Total Payments June 2012</b>	<b>12499.71</b>
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**C 26/12 Questions from Councillors**

There were no questions from Councillors.

**C 27/12 Reports from Councillors**

Councillor McBride reported that a Press Release had been issued asking for ideas about the formation of a Youth Council in Andover. To date there were few responses. Schools had been reminded and a group of 4 people from the local community would be co-opted onto the Task Group to investigate further.

He suggested to Members that the launch of the Youth Council might not take place in September 2012.

The Chairman asked that Councillor McBride circulate some additional notes about this subject to each councillor.

Councillor Hamilton asked whether there was another Member of the Town Council who could represent the Council on the Pride of Andover Awards. The Chairman asked her to forward the information to the Town Clerk who would ask for volunteers.

Councillor Hamilton also reported that the date of the Charity Day had been moved from November to the third Sunday in September. She would forward details to all Members.

Councillor Long reported that she had attended a training session at the Hampshire County Council offices in Winchester and one of the seminars was about a Lengthsman scheme. She wondered whether it would be appropriate for Andover. Councillor North informed Members that the Chairman of Stockbridge Parish Council was investigating this and would perhaps assist if Andover were to consider it.

Councillor Long agreed that she would forward information to all Councillors regarding the scheme.

**C 28/12 Reports from Borough and County Councillors**

Councillor North reported that it had been agreed by Test Valley Borough Council that they would continue to support the Andover Farmers Market for another six months.

**C 29/12 Exclusion of the Public and Press**

Due to the confidential nature of the business to be considered regarding personal information Councillor North proposed and Councillor Hamilton seconded that the Press and Public be excluded from the meeting.

**CONFIDENTIAL**

**C 30/12 Staffing**

Members considered the hours of work of the Administration Assistant and whether to confirm her continuing employment.

A vote was taken and it was unanimously

**RESOLVED:**

- 1. That the continuing employment of the Administration Assistant be confirmed.**
- 2. That the Administration Assistant's hours be 9hrs per week up to a maximum of 15hrs per week subject to workload and the agreement of the Town Clerk. This arrangement is to be reviewed on 1<sup>st</sup> December 2012.**

The Chairman closed the meeting at 9.10pm.

Chairman

Date