



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 19 July 2019

Place

The Rendezvous, Union Street, Andover, Hampshire

Cllr R Rowles - Town Mayor (P)

Cllr L Banville - Deputy Town Mayor
(P)

Cllr S Blackmore (P)

Cllr G Davis (A)

Cllr K Farrer (A)

Cllr R Meyer (P)

Cllr D Treadwell (P)

Cllr D Coole (A)

Cllr D Day (A)

Cllr Revd. A Fitchet (P)

Cllr P Scott (A)

Cllr A Watts (P)

Cllr J Coole (A)

Cllr C Ecclestone (A)

Cllr M James (P)

Cllr V Harber (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee Officer) (Training) (Taking the minutes)

Borough/County Councillors Present:

Cllr I Anderson

Cllr D Drew

Cllr T Burly

Apologies from Hampshire Police.

Members of the Public: 8

Members of the Press: 1

C 045/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Coole, Cllr J Coole, Cllr G Davis, Cllr C Ecclestone, Cllr D Day, Cllr P Scott and Cllr K Farrer.

C 046/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

C 047/19 MINUTES

It was proposed by Cllr L Banville and seconded by Cllr R Meyer that the Minutes of the Town Council Meeting held on 14 June 2019 be signed by the Town Mayor as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Town Council Meeting held on 14 June 2019 be signed by the Town Mayor as a correct record.

C 048/19 PUBLIC PARTICIPATION

Member of Public 1:

The feuding between Members and in the press is not doing the public any good. It should stop.

The two Councillors P Scott and D Day have not turned up to any meetings. Where are they and why?

Member of Public 2:

I note there are no budget lists being agreed. I am concerned as there are outstanding monies for the Shilling Fair.

Member of Public 3:

(Statement submitted)

"It is not often that I praise the Andover Town Council. But I am this evening. Pleased that you have an item to try and bring the unused office back into use. It's a shame it's taken so long to get to this stage. Also, the huge amount of public money wasted rent/rates.

Is it the Mayor's new policy to make this Town Council bankrupt by continuing to rob reserves for his pet projects? £12,000 for grants. Andover Lottery. Community Engagement meeting with bacon rolls. The clerk mentioned trying to reduce costs, maybe get rid of pet projects by the Mayor.

Your media policy is not really enforceable by your Town Clerk. Especially with all the crap that Andover Town Councillors have been putting on social media lately! You would constantly be reported to the Monitoring Officer. This Council has fast become a total shamble and we deserve better than this. With Councillors threatening to take each other to court, sarcastic comments, telling people they are delusional and insults. Totally unprofessional, unbecoming of a Councillor or Mayor. Disgraceful. You are becoming an absolute embarrassment".

Town Mayor's Response:

Member of Public 1:

Cllr Scott has a medical condition which excludes him from meetings. Cllr Day has not been able to attend due to childcare being unavailable.

Member of public 2:

The invoices for the Shilling Fair have been received and are included on the payment list, which all the Councillors have received via email prior to the meeting and they will be included in the Minutes.

Member of Public 3:

It is not the policy of the Andover Town Council or Mayor to make the council bankrupt. The purpose of the budget is not to spend it but to have it to cover the financial year. I draw your attention to the fact that the current budget was set by the previous administration. It is legitimate to change the current budget and not draw on the earmarked reserves.

An Andover Lottery is only an idea at this stage. We will need to establish a working Group. The Andover Town Council's primary requirement is to reach out to the public. The Community Engagement meeting is an opportunity to engage with the public, including Charities and find out how we can help them. We have limitations within our powers but we will always try to work out a way we to help them.

Regarding budgets and bankruptcy, we proposed to save £15,000 to ensure better services to the public and security for staff in the office. We have four years in which to prove our administration.

All monies being spent is a virement within current budgets and does not impact upon earmarked reserves.

The Media Policy has not been adopted as yet.

C 049/19 REPORT FROM HAMPSHIRE POLICE

There were no representatives from the Hampshire Police present at the full Council Meeting.

**C 050/19 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS
Borough Cllr I Anderson:**

We have received tremendous support regarding the graffiti at St Mary's Churchyard, from Test Valley Borough Council, Aster and Winton School, as well as other companies too.

The plastic railings in front of the tree on the High Street have gone.

Andover Museum has undergone some repair work on the heating and new grass seed has been put down.

Working with Test Valley Borough Council regarding the rubbish and any volunteers willing to help would be appreciated.

Pilgrims Way currently does not seem to have a bus route. Local taxi companies are helping and are accepting passengers with their bus passes.

Are we going to have a meeting with Andover Town Councillors and Test Valley Borough Councillors?

I am Ambassador to Unity which has not been supported by Andover Town Council in the past; however, it is a good thing to be working with them and congratulations to the Town Council for doing so.

Town Mayor's response:

It is just a question of arranging a date and venue for the meeting between Borough and Town Councillors.

C 051/19 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS

Cllr L Banville to Cllr D Drew:

Has any progress been made on the Railway from Ludgershall to Andover?

Cllr D Drew:

Its proving difficult to make it work. It is an M.O.D. line and they are not interested in letting anyone else use it. It is about finding ways to make it happen.

Friends of Andover Station could encourage a group of railway enthusiasts to improve the look of the Andover Railway Station so it's smart and tidy. It will help to build a better position, move things forward to build a Heritage Railway Line.

Cllr M James to Cllr D Drew:

The M.O.D. no longer have any links within Ludgershall now as they have all closed down.

Cllr D Drew:

The best thing to do is to write to Parliament and ask them to contact the M.O.D. Maybe ask Cllr C Ecclestone to report on the latest Ludgershall Railway meeting.

C 052/19 TOWN MAYORS ANNOUNCEMENTS

Since the previous Council meeting on June 14th, the Town Mayor had attended the following:

Icknield School - Scarecrow Competition Prizes

Balksbury School – Scarecrow Competition Prizes

Art Installation

C 053/19 COMMITTEE MINUTES

The following Committee Minutes were received & noted:

28 May 2019, Planning Committee

17 June 2019, Planning Committee

C 054/19 WORKING GROUPS

Old Office Working Group:

Members noted the report.

It was proposed by Cllr S Blackmore and seconded by Cllr R Meyer that officers be given delegated power to give/deny access to the room, implement a process for booking the room and manage the new budget head 'Room Hire Fund' and to set the cost of hire at £5 per hour. Members debated a £5 per hour hiring cost in comparison to other venues and the fairness of the charge amount to the different charities and local groups that may hire the room.

A suggestion of an amendment was made to give Andover Town Council some flexibility on the price charged.

Members discussed the virement of budgets from the New Building Fund to a new budget head "Room Hire Fund" of £700.

A further amendment was proposed by Cllr M James and seconded by Cllr S Blackmore that power be delegated to the Officers to give or deny access to the room, implement a process for booking the room and manage the new budget head 'Room Hire Fund' and to set the cost of hire at £5 per hour. The uptake and charge to be reviewed at the next Council meeting.

A vote was taken which was unanimous.

RESOLVED: That power be delegated to the Officers to give or deny access to the room, implement a process for booking the room and manage the new budget head 'Room Hire Fund' and to set the cost of hire at £5 per hour. The uptake and charge to be reviewed at the next Council meeting.

Grants Working Group:

(Cllr D Treadwell left meeting at 7.45pm)

Members discussed the modification of Andover Town Council's existing Grant system.

(Cllr D Treadwell returned to the meeting at 7.48pm)

It was proposed by Cllr L Banville and seconded by Cllr A Watts that:

A virement of budgets be made of £12,000 from the New Building Budget to the Grants Budget.

(Cllr R Meyer left the meeting at 7.49pm)

The responsibility be delegated to the Proper Officer to manage assessment and payment subject to the Grants panel being in agreement.

A new Grants panel be established consisting of the current members of the Grants Working Group and the addition of Cllr A Watts and Cllr M James, thus making the membership of the panel to 5 members where a majority decision is required for approval.

(Cllr R Meyer returned to the meeting at 7.51pm)

To approve the amended Policy.

A vote was taken, 5 for, 3 abstentions.

RESOLVED: That:

- **A virement of budgets be made of £12,000 from the New Building Budget to the Grants Budget.**
- **The responsibility be delegated to the Proper Officer to manage assessment and payment subject to the Grants panel being in agreement.**
- **A new Grants panel be established consisting of the current members of the Grants Working Group and the addition of Cllr A Watts and Cllr M James, thus making the membership of the panel to 5 members where a majority decision is required for approval.**
- **The amended Policy be approved.**

Policy Working Group:

It was proposed by Cllr R Meyer and seconded by Cllr V Harber that Members consider the report on Media and Press release review.

Members noted a report on Media and Press release review.

Several quotes were noted; however, it was noted that a parish magazine would not be published unless sufficient advertising was received to cover the costs.

The Town Mayor confirmed that volunteers had already come forward to assist with the delivery of the Andover Town Council magazine, with no cost to the Town Council.

It was proposed by Cllr S Blackmore and seconded by Cllr D Treadwell that Cllr L Banville be added as a member to the Policy Working Group.

A vote was taken which was unanimous.

RESOLVED: That Cllr L Banville be added as a member to the Policy Working Group.

It was proposed by Cllr M James and seconded by Cllr R Meyer that it be delegated to the Officers the power to issue press releases and prepare content for the Andover Advertiser.

A vote was taken, 8 for with 1 abstention.

RESOLVED: That power be delegated to the Officers to issue press releases and prepare content for the Andover Advertiser.

It was proposed by Cllr S Blackmore and seconded by Cllr Revd A Fitchet that an advisory panel be created and adopted to advise the Town Clerk and Officers in the drafting and issuing of Press Releases for all Media, with the following members: Cllrs L Banville, S Blackmore, G Davis, Revd. A Fitchet, R Rowles and A Watts.

A vote was taken which was unanimous.

RESOLVED: That an advisory panel be created and adopted to advise the Town Clerk and Officers in the drafting and issuing of Press Releases for all Media, with the following members: Cllrs L Banville, S Blackmore, G Davis, Revd. A Fitchet, R Rowles and A Watts.

It was proposed by Cllr Revd. A Fitchet and seconded by Cllr V Harper that the Media Policy and Communication and Involvement Strategy be adopted.

A vote was taken which was unanimous.

RESOLVED: That the Media Policy and Communication and Involvement Strategy be adopted.

It was proposed by Cllr M James and seconded by S Blackmore that responsibility be delegated to Officers to:

- Select a marketing company to solicit the advertising for the first year, by obtaining three quotes based on experience, quality, locality (Andover) and price.
- Select a printing company to print for the first year, by obtaining three quotes based on experience, quality, locality (Andover), FSC registration, carbon neutral paper and price.
- Finalise the method of distribution across the town, if possible, using volunteer labour, or if necessary by paying individuals or an organisation to deliver based on a break-even budget as outlined above.
- The First edition will not be sent to press unless sufficient advertising is found as above.

A vote was taken, 8 for with 1 abstention.

RESOLVED: that responsibility be delegated to Officers to:

- **Select a marketing company to solicit the advertising for the first year, by obtaining three quotes based on experience, quality, locality (Andover) and price.**
- **Select a printing company to print for the first year, by obtaining three quotes based on experience, quality, locality (Andover), FSC registration, carbon neutral paper and price.**
- **Finalise the method of distribution across the town, if possible, using volunteer labour, or if necessary by paying individuals or an organisation to deliver based on a break-even budget as outlined above.**
- **The First edition will not be sent to press unless sufficient advertising is found as above.**

(Cllr Revd. A Fitchet left the meeting at 8.04pm)

Formation of New Working Groups:

Environmental Working Group

It was proposed by Cllr R Meyer and seconded by Cllr S Blackmore that an Environmental Working Group be established to:

Advise the Andover Town Council (ATC) on environmental matters relating to its own activities and impact.

To develop an Andover Biodiversity action plan.

Produce a recommendation for rewilding the local environment.

Report on Local Water Quality and monitoring.

Report on Local Air Quality and monitoring.

Report on Local Pollution, Littering and Recycling.

Liaise with outside bodies and other councils on Environmental Matters.

A vote was taken which was unanimous.

RESOLVED: That an Environmental Working Group be established to:

- **Advise the Andover Town Council (ATC) on environmental matters relating to its own activities and impact.**
- **To develop an Andover Biodiversity action plan.**
- **Produce a recommendation for rewilding the local environment.**
- **Report on Local Water Quality and monitoring.**
- **Report on Local Air Quality and monitoring.**
- **Report on Local Pollution, Littering and Recycling.**
- **Liaise with outside bodies and other councils on Environmental Matters.**

Andover Lottery Working Group:

It was proposed by Cllr S Blackmore and seconded by Cllr M James that an Andover Lottery Working Group be established to produce a report and proposal for the establishment of The Andover Lottery, the proceeds of which could be given out under the Council grant system.

A vote was taken which was unanimous.

RESOLVED: That an Andover Lottery Working Group be established to produce a report and proposal for the establishment of The Andover Lottery, the proceeds of which could be given out under the Council grant system.

C 055/19 LEGAL ADVICE & SUPPORT

It was proposed by Cllr R Meyer and seconded by Cllr A Watts that the Town Council instructs its Solicitors to work with the Legal Team at David Wilson Homes for the transfer of the Allotment Site at Ox Drove for the provision of Statutory Allotments.

A vote was taken which was unanimous.

RESOLVED: That the Town Council instructs its Solicitors to work with the Legal Team at David Wilson Homes for the transfer of the Allotment Site at Ox Drove for the provision of Statutory Allotments.

It was proposed by Cllr S Blackmore and seconded by Cllr R Meyer that the Town Council pay a retainer to the Solicitor of £250 per month, to cover legal and technical advice on demand, to cover short pieces of advice relating to local government law and practice but not transactions such as contract formation, property transactions and litigation.

A vote was taken which was unanimous.

RESOLVED: That the Town Council pay a retainer to the Solicitor of £250 per month, to cover legal and technical advice on demand, to cover short pieces of advice relating to local government law and practice but not transactions such as contract formation, property transactions and litigation.

C 056/19 HONORARY FREEDOM OF ANDOVER

Members noted the report on the Honorary Freedom of Andover.

It was proposed by Cllr R Meyer and seconded by Cllr V Harper that it be recommended that Andover Town Council award the Honorary Freedom of Andover.

A vote was taken: 6 for, 1 against.

RESOLVED: That it be recommended that Andover Town Council award the Honorary Freedom of Andover.

C 057/19 CREATION OF PUBLICATIONS BUDGET

Members noted that Andover Town Council does not have a budget for the purchase of Publications such as the latest edition of Charles Arnold Baker, Local Government Administration.

It was proposed by Cllr R Meyer and seconded by Cllr A Watts that a publications budget be created for the purchase of Publications and to approve the virement of £400 from the New Building Budget 2019/2020.

A vote was taken which was unanimous.

RESOLVED: That a publications budget be created for the purchase of Publications and to approve the virement of £400 from the New Building Budget 2019/2020.

C 058/19 COMMITTEE MEMBERSHIP

It was proposed by Cllr L Banville and seconded by Cllr R Meyer that the maximum membership on the Planning Committee be increased to eight members with the addition of Cllrs V Harper and A Watts, the maximum membership on the Allotments Committee be increased to six members with the addition of Cllrs D Treadwell and L Banville and the Terms of Reference to be amended accordingly.

A vote was taken which was unanimous.

RESOLVED: That the maximum membership on the Planning Committee be increased to eight members with the addition of Cllrs V Harper and A Watts, the maximum membership on the Allotments Committee be increased to six members with the addition of Cllrs D Treadwell and L Banville and the Terms of Reference to be amended accordingly.

C 059/19 COMMUNITY ENGAGEMENT MEETING

It was proposed by Cllr L Banville and seconded by Cllr R Meyer that Unity be engaged to plan and execute The Community Engagement event on behalf of Andover Town Council and to vire £802.00 from the "New Building Fund" budget to a budget head for "Community Engagement Meeting".

A vote was taken which was unanimous.

RESOLVED: That Unity be engaged to plan and execute The Community Engagement event on behalf of Andover Town Council and to vire £802.00 from the "New Building Fund" budget to a budget head for "Community Engagement Meeting".

C 060/19 INVITATION FROM SOUTHERN WATER

Members noted the invitation from Southern Water to visit the Cottonworth Water Plant, on 9 September 2019.

(Cllr L Banville left the meeting at 8.26pm)

C 061/19 FINANCE

(Cllr L Banville rejoined the meeting at 8.28pm)

It was proposed by Cllr S Blackmore and seconded by Cllr A Watts that the payments up to 16 July 2019 be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 16 July 2019, listed below be approved.

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
401123623	AquAid		Water bottles x 3	£23.40
47599169	Convenient Hire		Allotment Toilets x 7	£614.39
656374438	Evolve Websites		Website Hosting July 2019	£35.94
837149816	MB Pest Services		Pest Control Allotments x 7 Sites	£400.00
637652219	Moores Cleaning		Office Cleaning July 2019	£282.47
105267694	Pitney Bowes		Franking Machine Rental	£25.15
769961274	Restore Datashred		Confidential Waste Removal	£25.92
	Andover Business Computers		Router DNS Settings, restart router & reconnect all laptops	£60.00
	BES Utilities		Electricity supply 66C High Street	£10.20
DDBGJul12019	British Gas		Electricity supply 68B High Street	£207.87
DDBGJul22019	British Gas		Electricity supply 68B High Street (2)	£18.44

DDBGJul32019	British Gas		Electricity supply 68B High Street (3)	£40.44
	Fuse Projects		50% Management Fee for Shilling Fair	£450.00
	Hayley Bush Design		Artwork for Shilling Fair (posters etc)	£300.00
	J Atherton		Reimbursements for Shilling Fair	£530.79
	Grass & Grounds		Grass Cutting x 7 Allotment Sites x 2	£870.00
	JW UK Lighting Specialists		Modify Andover HS Collard for Xmas Tree	£768.96
DDMainJul12019	Mainstream Digital		Quarterly line rental x 2 digital + call charges	£205.63
DDMainJuly22019	Mainstream Digital		Superfast Broadband supply 27.06.2019-26.09.2019	£122.39
DDMainJul32019	Mainstream Digital		Quarterly line rental – 5yr LTC 20.06.2019-19.09.2019 + Fraud protection	£44.33
DDMainJul42019	Mainstream Digital		MSD Care: PXB Maintenance 19.06.2019-18.09.2019	£75.59
	Pitney Bowes		Postal Charges June 2019	£145.91
	Surrey Hills Solicitors		General Advice re motions, nominations & voting	£414.00
	Test Valley Borough Council		Hire of Rendezvous 19.07.2019	£110.25
	Test Valley Borough Council		Hire of Guildhall 21.06.2019	£30.00
	B Wall		Reimbursement for overpayment of A-Fest Pitch	£60.00
TOTAL up to 16 July 2019				£5,872.07

C 062/19 QUESTIONS FROM COUNCILLORS

No questions were received from the Councillors.

C 063/19 REPORTS FROM TOWN COUNCILLORS

The following reports were received from Town Councillors:

CLlr L Banville:

Cllrs D Day, S Blackmore and I have been out in the community with the under 25's, in Harrow Way and King Arthurs Way.

Issues have been raised regarding uneven pavements, will contact Test Valley Borough Council (TVBC).

Butterfly Park area is in a mess.

Anti-social behaviour and lots of crime going unreported. It is not always clear how to report crime.

In accordance with the 106 agreement at Picket Piece, we are out there getting things done.

CLlr R Rowles:

Complaints have been received about people cycling at speed up and down the High Street. The Police have a database system which analyses data from all reported real time crime, which automatically alerts if it is linked to a previously reported crime. This will help the reduction crime overall.

We need everyone, including Councillors and public to convince everyone to use the non-emergency telephone number of 101 to report all crime to the Police, no matter how insignificant it seems.

C 064/19 DATE OF NEXT COUNCIL MEETING

It was noted that the next Council meeting would take place on **Friday 16 August 2019**, in the Upper Guildhall, High Street, Andover, starting at **7pm**.

The Town Mayor closed the meeting at 8.35pm.

Town Mayor

Date