



# ANDOVER TOWN COUNCIL

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## Minutes Council

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### Time and date

7.00pm on Thursday 21 June 2018

### Place

The Town Council Offices, 68B High Street, Andover

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Cllr B Long - Town Mayor (P)

Cllr M Mumford - Deputy Town Mayor (P)

Cllr C Bartholomew (P)

Cllr K Bird (P)

Cllr L Bird (P)

Cllr V Pond (P)

Cllr C Ecclestone (P)

Cllr S Hardstaff (P)

Cllr A Cotter (P)

Cllr Revd. A Fitchet (P)

Cllr L Gates (P)

Cllr G McBride (P)

Cllr K Hughes (A)

Cllr R Rowles (A)

Cllr B Carpenter (P)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr P Crossman (P)

Cllr R Hughes (A)

### Officers Present:

Wendy Coulter (Town Clerk) *(Taking the minutes)*

Michelle Young (Committee Officer) *(Training)*

### County Councillors Present:

Cllr Z Brooks

### Borough Councillors Present:

Cllr I Anderson & Cllr J Cockaday

### Borough Councillor Apologies:

Cllr S Hawke & Cllr P North

### Members of the Police Present:

Inspector Chris Taylor

PCSO: Lee Thubron

Members of the Public: 5

Members of the Press: 0

Prior to the start of the Council meeting, Gemma Thompson the Town Centre Manager, gave a presentation on Andover Town Centre Partnership (ATCP)

Mrs Thompson outlined the events that the Town Centre Partnership had organised or helped organise:

- The ATCP has around 60 voluntary members, who meet on a monthly basis. It receives sponsorship funding.
- Town Tidy Day
- Gardening Fair
- Festival of Motoring
- Flavours of the World
- Small Business Saturday
- Cycling Festival
- Shilling Fair
- Christmas Lights Switch-On
- Artisan Market.

Following Mrs Thompson's presentation Cllr K Bird presented cheques to the charities she had supported as Mayor in the past year 2017/2018. Cllr K Bid thanked everyone who had helped raise the money.

- Abel Foundation received a cheque for £427.87
- Andover District Mencap received a cheque for £427.87
- QC Development received a cheque for £388.87

**C 026/18 THE TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr B Long read and signed the Declaration of Acceptance of Office as Town Mayor of Andover for the Municipal Year 2018/2019.

**C 027/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr K Hughes and Cllr R Hughes.

**C 028/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**C 029/18 MINUTES**

Cllr S Hardstaff proposed and Cllr R Kidd seconded that the Minutes of the Council meeting held on 10 May 2018 be approved and signed by the Town Mayor as a correct record.

A vote was taken, with 13 for and 2 abstentions.

**RESOLVED: That the minutes of the Council meeting held on 10 May 2018, be signed by the Town Mayor as a correct record.**

Cllr L Gates raised a question regarding the Test Valley Association of Town & Parish Councils. It was noted that members would attend. It was confirmed that the voting member would be agreed at the next meeting.

**C 030/18 PUBLIC PARTICIPATION**

Member of the public requested a policy for Andover Town Council to respond to questions raised at Public Meetings.

Town Mayor Cllr B Long responded. It would be considered at the next Staffing Sub-Committee and Policy & Resources Committee.

**C 031/18 REPORT FROM HAMPSHIRE POLICE**

Inspector Chris Taylor gave a report on policing in Andover.

The following areas were covered:

Drug crime, homelessness.

C 032/18

#### **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**

County Cllr Gibson reported on the Cycle event in Andover; get culture of exercise, children up to age 13 years go free and get medals.

County Cllr Z Brooks reported on roads at Picket Twenty and pot holes.

**The Town Mayor read a report from County Councillor Kirsty Locke -**

“I would like to first update you on the projects I have supported through my devolved budget which are coming up over the next few weeks, I have accepted applications from Andover Armed Forces Day, Andover Festival of Cycling and Andover Shilling Fair.

The festival of cycling pedalata or fun ride is free of charge for children under 13 and £3 for adults. There will be more advanced distance races for the keen cyclists of Andover, all taking place on Sunday 22<sup>nd</sup> July.

Concerning Highway matters, operation resilience is resurfacing Newbury Road (Enham Arch) and work to install the Roman Way Crossing remains on schedule to begin over the summer. The Council has just agreed a further £6million pounds of funding specifically for potholes, this is made up of £3million grant from the Government which the Council has match funded. As a result of this, Highways have ordered 2 dragon patchers, which will be for use by our contractors Skanska in Hampshire. Skanska currently operate shared use of 2 dragon patchers in multiple counties and one was in use in Andover recently, but the additional funding has allowed Hampshire to have 2 for permanent use in the County. This will help speed up the rate at which potholes are filled. You can report potholes on the website, here:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>”

“Finally, a couple of consultations the Town Council may be interested in. The consultation on street lighting, passenger transport and concessionary transport schemes and the homelessness support consultation. Both can be found here:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations>”

Borough Cllr J Cockaday – Pilgrims Way have had more bollards placed to prevent the cars from using the footpath to get to their homes.

Borough Cllr I Anderson – Congratulations to Cllr B Long on her position as Town Mayor.

Thanks to Cllr K Bird for Mencap.

Footpaths, in particular loose slabs in the town’s High Street and around Naomi House. Been working with Hampshire County Council and they are now fixing them.

Cllr Anderson agreed to send map with Hampshire County Council land.

Picket Twenty – working with Persimmons regarding pedestrians having to use the roads as the footpaths were unfit. These have been temporarily tarmacked.

Supported Festival of Motoring, from Councillor Grant Fund for £1,000 and the Shilling Fair - £500.

C 033/18

#### **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

**Cllr V Pond** – Small roundabout in front of Rosewood Gardens, why did they widen the pathway & dig a deep trench? What is happening?

**Cllr Z Brooks** – Agreed to look into it.

**Cllr A Fitchet** – Shepherds Spring Lane, complaints from wheelchair users as tree roots are lifting the pathways.

**Cllr I Anderson** – agreed to look into it.

**Cllr C Bartholomew** – 50mph speed limit through Andover Down, can it be reduced?

Cllr Gibson confirmed that he had been trying to have it reduced. Ongoing battle with Highways/HCC who currently do not see a reason for reducing the speed limit.

**Cllr B Long** – Black and white panels have been put into the pavement in Chantry Centre, why?  
Cllr Brooks confirmed they were for wayfinders.

**C 034/18**

**TOWN MAYORS ANNOUNCEMENTS**

Since being elected on May 10<sup>th</sup>, the Town Mayor and Deputy Town Mayor have attended the following:

- The Dementia Awareness event at Andover Mind on 22<sup>nd</sup> May
- Test Valley Mayors Civic Service 27<sup>th</sup> May
- Andover Town band Dinner and Presentation Evening 9<sup>th</sup> June
- Able foundation launch 16<sup>th</sup> June
- Launched Chatter and Natter Table at Coffee 14<sup>th</sup> June
- Attended Picnic in the Park 17<sup>th</sup> June

Future events the Town Mayor will be attending:

- The Andover Saturday Club marking the Great Get Together 23<sup>rd</sup> June
- The County service with the Deputy Town Mayor on 24<sup>th</sup> June
- Armed Forces Day and Garden Fair on 24<sup>th</sup> June
- The QC Foundation Dinner 28<sup>th</sup> June
- Trees United Woodland event 30<sup>th</sup> June

The Town Mayor also attended the meeting on options and issues for the Next Local Plan, which would go out to public consultation on 1<sup>st</sup> July. It went to TVBC Cabinet on 20 June 2018 and will go to TVBC Full Council next week.

Information for councillors:

Older People's Forum at the Rendezvous 27<sup>th</sup> June 2018

Cllr Carpenter and the Town Mayor will be attending the Transport Forum Meeting on 27<sup>th</sup> June 2018

Electric Vehicle Presentation at Crossfield Hall Romsey 29<sup>th</sup> June 2018

Shilling Fair 12<sup>th</sup> August 2018

**C 035/18**

**YOUTH COUNCIL UPDATE**

Cllr G McBride reported that The Youth council had not met for a while. However, admin work had been completed to ensure that all obligations on GDPR had been met.

The Youth Council was deploying its budget.

Now writing up programme for Youth Council taking in new councillors

Cllr R Kidd asked the question whether there had been any shift in holding Youth Council meetings in public. It was confirmed that the minutes were public.

Cllr G McBride responded that no, not as yet as safeguarding had to be taken into account.

**C 036/18**

**COMMITTEE MINUTES**

The following Committee Minutes were noted:

12 April 2018, Assets & Amenities Committee

26 April 2018, Community Engagement Committee

3 May 2018, Policy & Resources Committee

16 April 2018, Planning Committee

14 May 2018, Planning Committee

**C 037/18**

**MOTIONS FROM COUNCILLORS**

Motion on Air Pollution

The Town Mayor read out the motion which was proposed by Cllr L Gregori and seconded by Cllr Kidd.

*This Council calls on Test Valley Borough Council:*

- (1) To ensure that in relation to its powers of licencing taxis and private hire vehicles it uses every opportunity to discourage the idling of vehicles, including the use of enforcement powers.*

*(2) To actively reduce idling of vehicles by personnel throughout the Test Valley Borough Council family.*

*This Council finally calls on Hampshire County Council and Test Valley Borough Council to ensure effective public awareness campaigns to discourage members of the public to allow their vehicle to idle and create unnecessary pollution in Andover.*

Members discussed and considered the motion.

Cllr V Pond raised concerns about indoor air quality in the office. She was advised to refer them to the Policy & Resources Committee.

A vote was taken on the motion, 13 for and 2 abstentions.

**RESOLVED: that Andover Town Council calls on Test Valley Borough Council:**

- 1. To ensure that in relation to its powers of licencing taxis and private hire vehicles it uses every opportunity to discourage the idling of vehicles, including the use of enforcement powers.**
- 2. To actively reduce idling of vehicles by personnel throughout the Test Valley Borough Council family.**

**This Council finally calls on Hampshire County Council and Test Valley Borough Council to ensure effective public awareness campaigns to discourage members of the public to allow their vehicle to idle and create unnecessary pollution in Andover.**

**C 038/18 OFFICE ESTABLISHMENT MANAGEMENT WORKING GROUP**

Cllr B Long thanked the Working Group for all their help with the office move, with particular thanks to Cllr L Gregori and his son and Mr M Laing, for building the desks and furniture.

It was proposed by Cllr L Gregori and seconded by Cllr S Hardstaff to pass a vote of thanks to the Working Group. A vote was taken which was unanimous.

**RESOLVED: That a vote of thanks be given to the Working Group for their assistance with the office move, with particular thanks to Cllr L Gregori and his son and Mr M Laing.**

It was suggested that as the move had been completed, a snagging list be reported back to the Policy & Resources Committee.

**C 039/18 COMMUNITY GOVERNANCE REVIEW – WORKING GROUP REPORT**

Members noted the Community Governance Review Report.

It was proposed by Cllr L Gates and seconded by Cllr A Fitchet that the proposed response be agreed. A vote was taken which was unanimous in favour.

**RESOLVED: that the proposed response be agreed.**

**C 040/18 ACCOUNTS YEAR END 31 MARCH 2018**

Members noted the End of Year Accounts ending 31 March 2018 report.

Cllr S Hardstaff proposed and Cllr M Mumford seconded that the Accounts for year ending 31 March 2018, be approved.

A vote was taken: 14 for & 1 abstention.

**RESOLVED: that the Accounts for year ending 31 March 2018, be approved.**

**C 041/18 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018**

Members noted the Internal Auditors Report for year ended 31 March 2018.

It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Internal Auditors Report for the year ended 31 March 2018 be approved.

A vote was taken which was unanimous in favour.

**RESOLVED: That the Internal Auditors Report for the year ended 31 March 2018 be approved.**

Cllr K Bird also requested that thanks to the Town Clerk be minuted for the work to prepare the accounts for the Year End Annual Return.

**C 042/18 ANNUAL INTERNAL AUDIT REPORT 2017/2018**

Members noted the Annual Internal Audit Report 2017/2018.

It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet that the Annual Internal Audit Report 2017/2018 be approved.

A vote was taken which was unanimous in favour.

**RESOLVED: that the Annual Internal Audit Report 2017/2018 be approved.**

**C 043/18**

**ANNUAL GOVERNANCE STATEMENT 2017/2018**

Members voted the Annual Governance Statement 2017/2018 and agreed the points included that they were a true statement.

It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Annual Governance Statement 017/2018 be approved.

A vote was taken which was 14 for and 1 abstention.

**RESOLVED: That the Annual Governance Statement 017/2018 be approved.**

**C 044/18**

**ACCOUNTING STATEMENTS 2017/2018**

Members noted the Accounting Statements 2017/2018.

It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Accounting Statements 2017/2018 be approved.

A vote was taken which was unanimous.

**RESOLVED: that the Accounting Statements 2017/2018 be approved.**

**C 045/18**

**CORPORATE RISK ASSESSMENT**

Members received a Corporate risk Assessment for 2018/2019.

It was voted that the Risk Assessment was split into functions of the Town Council.

Each of the risks for the functions would be reported to the Committees responsible.

As the risks were identified and managed the Risk Assessment would be amended and reported back to relevant committees.

It was proposed by Cllr S Hardstaff and seconded by Cllr R Kidd to approve the recommendation of the Policy and Resources Committee to accept the Corporate Risk Assessment for the year 2018/2019.

A vote was taken which was 14 for and 1 abstention.

**RESOLVED: That the Corporate Risk Assessment for the year 2018/2019 be accepted.**

**C 046/18**

**CIL MONIES**

Members noted that the current balance of monies received by Andover Town Council was £4782.75.

It was proposed by Cllr A Fitchet and seconded by Cllr B Carpenter that the list of Projects for CIL be approved.

It was noted that the list could be amended and would be reported back to Planning Committee.

Cllr L Gates – We can start working on the projects.

A vote was taken which was unanimous in favour.

**RESOLVED: that the list of Projects for CIL monies be approved.**

**C 047/18**

**APPOINTMENT OF STAFF**

Members noted the appointment of the following staff:

Allotment Officer – split into 2 part time roles – Mrs Fern Long and Ms Kelly Matthews.

Committee and GDPR Officer – full time – Ms Michelle Young.

Deputy Clerk – part time – Mrs Victoria (Tor) Warburton.

**C 048/18**

**FINANCE**

The following list of payments up to 16 June 2017 was approved.

It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the payments up to 16 June 2017 be approved. A vote was taken which was unanimous.

**RESOLVED: that the payments up to 16 June 2017 be approved.**

**C 049/18**

**QUESTIONS FROM COUNCILLORS**

No questions were received from the Councillors.

**C 050/18      REPORTS FROM TOWN COUNCILLORS**

Cllr L Gates – attended presentation on BID.

Cllr S Hardstaff – accompanied Cllr L Gates to the presentation on BID.

Cllr C Bartholomew – Electric vehicle event, open to the public – Friday, 29 June 2018 at 4.00pm to 8.00pm.

Cllr G McBride – DEFRA – Clean Air Strategy 2018

Cllr B Long – the new local plan going out to public consultation

Running for 10 weeks

**C 051/18      DATE OF NEXT COUNCIL MEETING**

It was noted that the next Council meeting would take place on Thursday 6 September 2018, in the Council Offices, 68B, High Street, Andover, starting at 7pm.

The Chairman closed the meeting at 8.45pm.

Chairman

Date