



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Thursday 22 November 2012

Place

Upper Guildhall, Andover

Details of Attendance:

Cllr D Drew (Chairman) (P)

Cllr G McBride (Vice-Chairman) (A)

Cllr K Bird (A)

Cllr Z Brooks (P)

Cllr B Carpenter (P)

Cllr A Cotter (P)

Cllr J Evans (A)

Cllr A Fitchet (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr S Hawke (P)

Cllr K Hughes (P) (arrived at 7.21pm)

Cllr M Kerley (P)

Cllr B Long (P)

Cllr C Lynn (A)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond (P)

Cllr R Shukri (A).

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

Members of the Public: 4

Prior to the start of the meeting, Councillors received a presentation from Mr Steven Lugg, Chief Executive of the Hampshire Association of Local Councils on the Localism Act 2011 – Localism – What Practical Changes Does It Mean for Parish Councils and Communities?

C 51/12 Apologies

Apologies for absence were received and accepted from Councillors G McBride (Vice Chairman, K Bird, J Evans, C Lynn, R Shukri.

C 52/12 Declarations of Interest

There were no declarations of interest.

C 53/12 Minutes

It was proposed by Councillor North and seconded by Councillor Page that the minutes of the Council meeting held on 6 September 2012 be signed by the Chairman as a correct record.

RESOLVED that the Minutes of the Council meeting dated 6 September 2012 be approved and adopted.

C 54/12 Public Participation

Mr Len Gates – Andover Resident

A series of questions relating to the running costs of the allotments and the amount charged by TVBC on the Andover Levy prior to their handover to the Town Council.

Cllr D Drew - Asked that the questions be sent directly to the Clerk and stated that some of the questions could only be answered by Test Valley Borough Council.

Mr Nigel Long – Andover Resident

Why haven't specific answers been given to questions that were asked at the last Council meeting?

Town Clerk – all questions that were asked at the last Council meeting will be answered and included on a Frequently Asked Question page on the website.

C 55/12 Chairman's Announcements

The Vice Chairman, Cllr G McBride has asked for a leave of absence until February 2013. The Allotments Sub-Committee requires 2 more Members.

Attended the HALC Annual General meeting. HALC confirmed that the Membership fees for largest Councils, which included Andover, would not be increasing.

The Christmas Lights Switch-on went very well. Thank you to those that attended the 'Get Together' beforehand.

Reminder that the Andover Town Centre Summit was taking place on 29 November 2012. The Chairman would attend on behalf of the Town Council. All views and suggestions should be forwarded to the Town Clerk.

Thank you to Councillor Hamilton and her team for the hard work and successful Charity Day event on 16 September.

On 1 December 2012 from 10am to 12 noon there will be a gathering of neighbouring Parish Council Chairman at the Town Council Offices. This is a good opportunity to meet Chairmen from neighbouring parishes including those not in Test Valley.

C 56/12 Committee Minutes

The following Minutes were received and noted:

19 September 2012 – Amenities and Town Development Committee

17 October 2012 – Policy and Resources Committee

20 August 2012 – Planning Committee

10 September 2012 – Planning Committee

01 October 2012 – Planning Committee

22 October 2012 – Planning Committee

C 57/12 Town Council Policies

Members considered and agreed the recommendations of the Staffing Sub-Committee.

RESOLVED that the following Policies be agreed and adopted:

- **Equality and Diversity Policy**
- **Complaints Policy**
- **Sickness and Absence Policy**

C 58/12 Community Transport

Members considered the recommendations of the Amenities and Town Development Committee to support a Community Transport Scheme for Andover, in partnership with Hampshire County Council, Test Valley Borough Council and Test Valley Community Services.

RESOLVED: To approve the Project and actions and to delegate authority to the Chairman of the Town Council and the Town Clerk to complete the following actions:

- **Contact Hampshire County Council and discuss grant application, gather relevant information and apply for the grant of £1000.**
- **To consider areas of need for drivers and service**

C 59/12 Revision of Standing Orders

Members considered a revision to Standing Orders.

RESOLVED: That the following revision be applied to Standing Orders:

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal time frame for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant Chairman.
5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

C 60/12 Customer Standard for Responding to Communications

Members considered the recommendations of the Policy and Resources Committee to adopt a Service Standard for responding to communications.

RESOLVED that the following Service Standard be adopted for responding to communications:

1. All letters will be responded to within 10 working days
2. Where additional information is required a letter will be responded to as above advising of the reason for the delay and the expected response period
3. All emails will be acknowledged within 2 working days
4. All emails which require information will be responded to within 10 working days
5. All Freedom of Information requests will be responded to within the Legal Time Frame of 20 working days, not including the date the request is received
6. The Customer Service Standard applies to the Town Council Office.

C 61/12 Review of Corporate Risk Assessment

Members considered and agreed the recommendation of the Policy and Resources Committee to adopt the Risk Assessment Action Plan.

RESOLVED: That the Risk Assessment Action Plan for 2012/2013 be approved and adopted.

C 62/12 Dates of Council and Committee Meetings 2013

Members considered the dates of the Council and Committee meetings for 2013.

RESOLVED: That the dates of the Council and Committee meetings for 2013 be approved and adopted.

C 63/12 Council Office – Christmas Opening Times

Members noted the opening times of the Town Council Office over the Christmas period:

Friday 21 December 2012: Open 10am to 1pm

Monday 24 December 2012: Closed

Tuesday 25 December 2012: Closed

Wednesday 26 December 2012: Closed

Thursday 27 December 2012: Closed

Friday 28 December 2012: Closed

Monday 31 December 2012: Closed

Tuesday 1 January 2013: Closed

Normal opening hours will resume from 2 January 2013

C 64/12 Allotments Sub-Committee Membership

Council was asked to appoint two Members to the Allotment Sub-Committee to bring the Sub-Committee to full complement of Membership.

Members requested that clarification be sought regarding whether Councillors who were allotment tenants could be members of the Allotment Sub Committee. The Town Clerk confirmed that she would seek clarification.

RESOLVED: That Cllr Zilliah Brooks be appointed as a Member of the Allotments Sub-Committee.

C 65/12 Finance

Members received and approved the list of payments up to 19 November 2012.

Councillor Long asked why there was a discrepancy with the charges for the Toilets provided for the Allotments.

The Town Clerk confirmed that this had been noted and was being investigated and would be considered by the Allotments Sub-Committee.

Supplier	Payment Details	Amount (£)
ACE Liftaway	Toilet services on Allotments September & October	1,062.90
Andover & District Mencap	Recycling services	5.85
Andover Business Computers	Set up extension for door entry system	120.00
Audit Commission	External Audit 2011/2012	660.00
British Telecom	October phone charges	74.77
Custom Studio	Allotment pages & monthly hosting	748.74
Danwood Working Solutions	Photocopy charges	452.72
HALC	Power of Competence Training	36.00
Kevin Justice	Turn off water to Allotments	210.00
N Power	Electricity charges for office to 2 August 2012	53.46
Royal British Legion	Poppy Wreath for 11.11.2012	18.00
Southern Water	Water charges – Old Winton Road	31.98
Southern Water	Water charges – Barlows Lane	94.47
Southern Water	Water charges – The Drove	222.23
Viking Supplies	Camera	53.99
Viking Supplies	Stationery	177.68
W R Coulter	November Expenses	173.95
	Total Payments up to 19 November 2012	4,196.74

C 66/12 Questions from Councillors

There were no questions from Councillors.

C 67/12 Motions – Standing Order 4

There were no Motions under Standing Order 4.

C 68/12 Reports from Councillors

Cllr Long reported that she had asked the Town Clerk to investigate the current situation regarding the CCTV coverage in the town.

The report received from Test Valley Borough Council, who were responsible for the CCTV provision in the town was as follows:

“The camera above the former pramery has been removed. As with all of the new camera's, we have sought planning permission for their replacement, and as part of this process we must seek consent from the landlord of the property. In this instance, the landlord has changed hands and the new owner refused to host the camera. We have discussed alternate options with Police and have agreed an alternate (and higher impact) location.

With regards monitoring, the Chantry Centre continue to monitor their own cameras. For the new camera's outside the Chantry Centre there is the capability for the police to have access to the images (live) as well as the capability to restore images retrospectively (for collation of evidence) - as I am sure you can appreciate, I cannot divulge technical details, but it is fair to say the system is more sophisticated than the one it replaced.

Formal approval for the new CCTV system was granted through Cabinet in December 2011 following consultation with partners involved”.

Cllr Long suggested that the issue to the CCTV monitoring in the Town should be raised at the Andover Town Centre Summit on 26 November 2012.

Cllr long also reported that she had represented the Town Council on the Pride of Andover Panel and very much enjoyed the experience.

C 69/12 Reports from Borough and County Councillors

Cllr Hamilton reported that work had started on the Play Area in King George Road, in the Harrow Way Ward.

Cllr North reported that consultations regarding Council Tax were continuing. However it appeared that Councils would receive a grant from Central Government, allowing them to freeze the rate of Council tax again for 2013/2014.

Cllr Hawke reminded Members to look up the schedule of road works for the Andover area as improvement works were taking place across the Andover area.

Cllr Hawke further reported that an Affordable housing Development in Harrow Way ward had received an award and the residents were delighted.

Cllr Brooks reported that a survey had been carried out in Andover High Street and that 18 out of the 20 people surveyed said what a wonderful place Andover was.

Cllr Drew reported that the resurfacing work was taking place on Marlborough Street as the road surfacing works had been brought forward. Cllr Drew also informed Members that Hampshire County Council had issued warning about the inclement weather for the coming days.

Cllr Kerley informed Members that she had forwarded the information regarding road closures and the inclement weather to the Neighbourhood Watch Co-ordinators of which there are 60 in the Andover area.

The Chairman closed the meeting at 8.10pm.

Chairman

Date