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| Andover Town Council Badge 2 | ANDOVER TOWN COUNCIL  **A** |

Minutes Council

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**Time and date**

7.00pm on Thursday 24 January 2019

**Place**

The Upper Guildhall, Andover, Hampshire

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| Cllr B Long - Town Mayor (P) |  | |
| Cllr M Mumford - Deputy Town Mayor (P) |  | | | |
| Cllr C Bartholomew (P) | Cllr A Cotter (P) | Cllr B Carpenter (P) | |
| Cllr K Bird (P) | Cllr Revd. A Fitchet (P) | Cllr L Gregori (P) | | |
| Cllr L Bird (P) | Cllr L Gates (P) | Cllr R Kidd (P) | | |
| Cllr V Pond (P) | Cllr G McBride (P) | Cllr P Crossman (A) | | |
| Cllr C Ecclestone (A) | Cllr K Hughes (A) | Cllr R Hughes (P) | | |
| Cllr S Hardstaff (P) | Cllr R Rowles (A) |  | | |

Officers Present:

Wendy Coulter (Town Clerk) (Taking the minutes)

Tor Warburton (Deputy Town Clerk)

Michelle Young (Committee Officer) (Training)

Borough Councillors Present:

Cllr Z Brooks

Cllr J Lovell

Borough Councillor Apologies:

Cllr I Anderson

Cllr J Cockaday

County Councillor Apologies:

Cllr C Boyles

Members of Hampshire Police Present:

Inspector Chris Taylor

Members of the Public: 2

Members of the Press: 1

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| **C 101/18** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Cllr P Crossman. |
| **C 102/18** | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |
| **C 103/18** | **MINUTES**  Cllr K Bird proposed and Cllr B Carpenter seconded that the Minutes of the Town Council meeting held on 29 November 2018 be approved and signed by the Town Mayor as a correct record.  A vote was taken which was 11 for and 2 abstentions.  **RESOLVED: That the Minutes of the Town Council meeting held on 29 November 2018 be signed by the Town Mayor as a correct record.** |
| **C 104/18** | **PUBLIC PARTICIPATION**  A member of the public made the following statement:  “This Town Council has a policy on openness and transparency. Questions are always responded to via email or letter but with a 3 to 4 week delay. You need to up your game and respond in the meetings. It would be quicker. I have a total lack of confidence.”  The Town Mayor thanked the member of the public for the comments. |
| **C 105/18** | **REPORT FROM HAMPSHIRE POLICE**  **Inspector Chris Taylor gave a report on Andover** **which included the following:**  The main priority for police in Hampshire is drugs related harm.  Most drug related criminals appear to be coming from London to Andover to sell, therefore Police patrols are becoming more vigilant within the Andover Town Centre, toward new people and any questionable behaviour.  The police are working with the Housing Authorities and Associations to locate IDN houses, where houses are used as a base for drug related activity.  Arrests continue to be made on a weekly basis with an increase in the amount of money and drugs being ceased.  Police continue to work in partnership with the Councils and agencies with regards to long term solutions for the homelessness in Andover Town Centre.  Housing First is a project with Test Valley Borough Council. The aim is to put homeless people into housing with support.  Staffing continues to be challenging for the Police. There are 7 Police Community Support Officers (PCSO) in Andover, a reduction of 4 regular officers. Council Tax allowance for Hampshire Police is set to rise, however, it will take time to come through. Meanwhile the number of constables has been maintained.  In a comparison of crime rates from 2017 to 2018, it has been recognised that nationally the crime rate has increased by 7%, as shown below:  **Crime in 2018 compared to 2017**  **All Crime**   |  |  | | --- | --- | | Test Valley North | Up 0.2% | | Alamein | Up 3.4% | | Charlton | Up 2.7% | | Harroway | Up 7.9% | | Millway | Up 27.7% | | St Marys | Down 0.8% | | Winton | Down 14.6% |   **ASB**   |  |  | | --- | --- | | Test Valley North | Up 17.1% | | Alamein | Up 3.4% | | Charlton | Up 108.3% (12 reports in 2017, 25 in 2018) | | Harroway | Down 22.6% | | Millway | Down 11.5% | | St Marys | Up 18.2% | | Winton | Down 17.0% |   **Shoplifting**   |  |  | | --- | --- | | St Marys | Down 31.7% for the year. Down 17.4% in December (Operation Scrooge) |   **Possession of Offence Weapons Inc. Knives**   |  |  | | --- | --- | | Test Valley North | Down 16.3% | | Alamein | Up 11.1% (10) | | Charlton | No change (2) | | Harroway | Down 75.0% (1) | | Millway | No change (3) | | St Marys | Down 35.0% (13) | | Winton | No change (4) |   **Burglary Residential**   |  |  | | --- | --- | | Test Valley North | Down 26.1% | | Alamein | Down 41.8% | | Charlton | Down 50.0% | | Harroway | Down 33.3% | | Millway | Down 40.0% | | St Marys | Down 40.0% | | Winton | Up 21.4% |   **Other Crime – Test Valley North**   |  |  | | --- | --- | | Vehicle Crime | Down 1.6% | | Business Burglary | Down 20.8% | | Rape | Down 10.5% | | Other Sex Offences | Down 2.2% | | Violence with Injury | Up 5.3% | | Violence Without | Up 21.2% |   Police patrols have identified that individuals as young as 10 years old are now found to be involved in knife crime.  The Police believe that large numbers of criminal activity still go unreported. More emphasis on reporting information to the Police is needed.  Members were given an opportunity to ask Inspector Taylor questions which included:  **Councillor:** Are the homelessness originally from Andover?  **Inspector Chris Taylor:** It’s a mixture of people. Some have housing in other areas but come into Andover to beg.  **Councillor:** What about alcohol and drug crime and door to door cons?  **Inspector Chris Taylor:** Yes, we do record drug, alcohol crime and door to door activity, targeting of vulnerable people is escalated with safeguarding concerns.  **Councillor:** Its impossible to get through on telephone number 101. Sometimes it can be an up to 15 minutes wait.  **Inspector Chris Taylor:** All 101 calls are answered centrally. There are fixes in place to rectify the waiting times. Every report is read and the majority of matters will be dealt with by behind the scene investigation, rather than send a constable to the caller’s house. Emphasis on the continuation of online reporting please.  **Councillor:** Online reporting appears to be good for gathering intelligence. Do you have any advertising leaflets for this?  **Inspector Chris Taylor:** I will email you.  **Councillor:** Online reporting is a very good idea. Comments from the elderly residents are asking if we can keep a telephone reporting line.  **Inspector Chris Taylor:** Yes.  **Councillor:** Are you aware of the number of travellers in the area and abandoned vehicles everywhere?  **Inspector Chris Taylor:** Criteria for Police involvement with Travellers is 6 caravans or more. Ongoing discussions are being held between the Councils and Hampshire Police on these matters.  Traffic related issues are not dealt with by the Police and must be referred to the Highways Authority.  **Councillor:** Do we have Police presence at the skate park on Roman Way. I’ve received a report that a 9-year-old grandson had been offered drugs there.  **Inspector Chris Taylor:** We deal with these issues as reported. Discarded needles need to be reported to Test Valley Borough Council. I reiterate that Police do react, however, please keep reporting these issues to the Police. |
| **C 106/18** | **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**  **Cllr Z Brooks:**   * The library will be reopened on 6 February 2019. * The notice board will be kept in the window and the digital screen put in. * The Microfiche will be replaced. * Some of the furniture was not fit for purpose and the remaining has been recycled amongst other libraries. * There will be a permanent Registrar situated in the library to perform weddings and registering of births and deaths. * A Universal Credit session will be held at the King Arthurs Way hall on 28 January 2019 from 7.00pm to 8.30pm. Everyone is welcome to go along with any questions regarding Universal Credit. |
| **C 107/18** | **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**  **Cllr Revd A Fitchet to Cllr Z Brooks**: Are you getting rid of holding weddings at Beechurst and moving it all to the library?  **Cllr Z Brooks:** Yes.  **Cllr K Bird to Cllr Z Brooks:** That will mean grieving people will have to walk through a busy town centre and not get the privacy they may wish to have. Some sensitivity is needed. Please take that feedback back to Test Valley Borough Council.  **Cllr Z Brooks:** It is not in black and white yet. It will be in the next Cultural Committee for confirmation.  **Cllr B Long:** Do you have any idea what they are doing on the Whitchurch Road? They keep moving bits on it.  **Cllr Z Brooks:** I will have a look into it. |
| **C 108/18** | **TOWN MAYORS ANNOUNCEMENTS**  No announcements were made by the Town Mayor. |
| **C 109/18** | **COMMITTEE MINUTES**  The following Committee Minutes were noted:  25 October 2018 – Assets & Communities Committee  1 November 2018 – Policy & Resources Committee  13 December 2018 – Policy & Resources Committee  22 October 2018 – Planning Committee  12 November 2018 – Planning Committee  3 December 2018 – Planning Committee  4 October 2018 – Planning Committee |
| **C 110/18** | **BUDGET 2019/2020**  Members considered the Budget for 2019/2020.  Members expressed their thanks to the Officers and Councillors on their exemplary preparation  work for the Budget, especially as Andover Town Council has increased their services without  increasing costs.  It was proposed by Cllr S Hardstaff and seconded by Cllr G McBride that the Draft Budget 2019/2020  of £319,870 be recommended to full Council for approval.  A vote was taken which was unanimous.  **RESOLVED: That the Budget 2019/2020 of £319,870 (three hundred and nineteen, eight hundred**  **and seventy pounds) be agreed.** |
| **C 111/18** | **PRECEPT 2019/2020**  Members considered the Precept report 2019/2020.  It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the proposed Precept level for 2019/2020 be £319,378.35, based on a tax base of 15,945 @ £20.03 per Band D Equivalent Dwellings, be accepted and approved.  A vote was taken which was unanimous.  **RESOLVED: That the Precept level for 2019/2020 be £319,378.35 (three hundred and nineteen thousand, three hundred and seventy eight pounds and thirty five pence) based on a tax base of 15.945 @ £20.03 per Band D Equivalent Dwellings, be accepted and approved.** |
| **C 112/18** | **INTERNAL AUDIT AND ACTION PLAN - PART 1**  Members considered the Internal Auditors Report.  Members expressed their recognition and thanks to the Town Clerk and Deputy Clerk.  It was proposed by Cllr S Hardstaff and seconded by Cllr Revd A Fitchet that members approve the Council’s Action Plan – Part 1, to note the Internal Auditors Report for 2019 and approve the implementation of the Action Plan.  A vote was taken which was unanimous.  **RESOLVED: That Action Plan – Part 1 be approved and implemented.**  **The Internal Auditors Report for 2019 Part 1 be noted.** |
| **C 113/18** | **COUNCIL OFFICE AIR QUALITY REVIEW**  Members considered the following actions to be carried out in relation to Air Quality in the Town Council Offices, as recommended by the Policy and Resources Committee:   1. The Deputy Clerk continue to monitor working practices to ensure officers have sufficient adequate breaks with regular access to fresh air and refreshments. 2. Negotiations continue to ensure opening windows are installed in the two second floor offices. 3. Work be carried out to ensure the first floor skylights are fully and easily opened when needed. The skylights should be coated with a suitable heat/light reflective coating. The current blinds be removed and replaced if still required. 4. A regular program of cleaning including vacuum cleaning with HEPA filtration be implemented and recorded. Where necessary additional steam cleaning be carried out. 5. The cleaning program to be reviewed after six months. 6. Suitable house plants which have been identified as toxin absorbers be sourced for all rooms. 7. Suitable temperature and humidity recorders be installed in all rooms. The temperature and humidity be monitored, recorded and kept within NHS limits. 8. Use of dehumidifiers be kept to a minimum and noisy dehumidifiers should not be used. 9. That Council approve that the costs of items 3 – 7 be met from the £2000 allocated to this project.   It was proposed by Cllr Revd A Fitchet and seconded by Cllr L Gates that the Council approve the actions to take place as recommended by the Policy and Resources Committee.  A vote was taken which was unanimous  **RESOLVED: that the Council approve the actions to take place as recommended by the Policy and Resources Committee:**   1. **The Deputy Clerk continue to monitor working practices to ensure officers have sufficient adequate breaks with regular access to fresh air and refreshments.** 2. **Negotiations continue to ensure opening windows are installed in the two second floor offices.** 3. **Work be carried out to ensure the first floor skylights are fully and easily opened when needed. The skylights should be coated with a suitable heat/light reflective coating. The current blinds be removed and replaced if still required.** 4. **A regular program of cleaning including vacuum cleaning with HEPA filtration be implemented and recorded. Where necessary additional steam cleaning be carried out.** 5. **The cleaning program to be reviewed after six months.** 6. **Suitable house plants which have been identified as toxin absorbers be sourced for all rooms.** 7. **Suitable temperature and humidity recorders be installed in all rooms. The temperature and humidity be monitored, recorded and kept within NHS limits.** 8. **Use of dehumidifiers be kept to a minimum and noisy dehumidifiers should not be used.** 9. **That Council approve that the costs of items 3 – 7 be met from the £2000 allocated to this project.** |
| **C 114/18** | **ANNUAL GOVERNANCE & ACCOUNTABILITY UPDATE**  Members noted the latest Annual Governance & Accountability Update from Test Valley Borough Council. |
| **C 115/18** | **PARISH BOUNDARY CHANGES AND BURGHCLERE DOWN**  Members discussed a request from Abbotts Ann Parish Council with regard to the transfer  of responsibility of a dog waste bin and a defibrillator within the Burghclere Down area to Andover  Town Council.  The suggestion that Test Valley Borough Council (TVBC) be approached to take over the Insurance  and maintenance costs, was noted.  It was proposed by Cllr L Gates and seconded by Cllr Revd A Fitchet that the Working Group reconvene  to reassess with TVBC and the neighbouring Parishes to negotiate an agreement.  A vote was taken, 9 for with 5 abstentions.  **RESOLVED: that the Working Group reconvene to reassess with TVBC and the neighbouring**  **Parishes to negotiate an agreement**. |
| **C 116/18** | **ANDOVER POST OFFICE CONSULTATION**  Members noted and discussed the Post Office relocation Consultation letter.  It was proposed by Cllr L Gregori and seconded by Cllr Revd A Fitchet that it is delegated to the Planning Committee to form a response on behalf of Andover Town Council.  A vote was taken which was unanimous.  **RESOLVED: that it is delegated to the Planning Committee to form a response on behalf of Andover Town Council** |
| **C 117/18** | **CHAPEL ARTS**  Cllr K Bird declared an interest.  Members considered a request for funding for a Chapel Arts Scheme.  It was commented that initially it is unclear what the funding would be used for and it was suggested  that Councillors could visit the Chapel Arts Centre to obtain clarification.  The Town Clerk informed the Council of a recent meeting with a member of the Chapel Arts, in which the background and purpose of the scheme was highlighted and what Andover Town Council’s role would involve. It was suggested that monthly updates including invoices would be provided for internal and external Audit purposes.  It was proposed by Cllr Revd A Fitchet and seconded by Cllr S Hardstaff that Andover Town Council provide the Chapel Arts Scheme with the £3,000 funding as a pilot, on the understanding that the Assets & Community Committee take the lead and provide regular updates on progress of the Project.  A vote was taken, 3 for, 3 against with 7 abstentions.  Point of Order was raised due to the vote being tied. The Town Mayor had the casting vote.  It was recommended that the Chapel Arts attended the next Assets & Communities meeting and provide more information on what the funding will be used for.  Town Mayor voted yes to the proposal.  **RESOLVED: that Andover Town Council provide the Chapel Arts Scheme with the £3,000 funding as a pilot, on the understanding that the Assets and Community Committee take the lead and provide regular updates on progress of the Project.** |
| **C 118/18** | **FINANCE**  Members received the Reconciled Bank Statement up to 31 December 2018 and Cashbook up to 31  December 2018.  It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Reconciled Bank Statement  up to 31 December 2018 and Cashbook up to 31 December 2018 be approved and signed by the Town  Mayor as correct records.  A vote was taken, 13 for with 1 abstention.  **RESOLVED: that the Reconciled Bank Statement up to 31 December 2018 and Cashbook up to 31**  **December 2018 be approved and signed by the Town Mayor as correct records.** |
| **C 119/18** | **REPORTS FROM TOWN COUNCILLORS**  The following reports were received from Town Councillors:  Cllr G McBride - visited Parliament Square on 15 January 2019.  Cllr L Gates - continuing to have meetings with the Town Centre Manager.  Cllr B Long - Older People’s Forum on 31 January 2019. |
| **C 120/18** | **DATE OF NEXT COUNCIL MEETING**  It was noted that the next Council meeting would take place on **Thursday 14 March 2019**, in the Upper Guildhall, High Street, Andover, starting at **7pm.** |
|  | The Town Mayor closed the meeting at 8.41pm  Town Mayor Date |