



# ANDOVER TOWN COUNCIL

# A

## Minutes Council

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### Time and date

8.04pm on Thursday 31 March 2016

### Place

The Upper Guildhall, High Street, Andover

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#### Details of Attendance:

##### Town Councillors

Cllr V Pond (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr C Bartholomew (P)

Cllr C Ecclestone (A)

Cllr K Hughes (P)

Cllr G McBride (P)

Cllr A Fitchet (P)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr R Hughes (P)

Cllr J Msonthi (P)

Cllr B Carpenter (P)

Cllr L Gregori (A)

Cllr M James (P)

Cllr M Mumford (A)

Cllr A Cotter (P)

Cllr S Hardstaff (P)

Cllr D Marriner (P)

Cllr R Rowles (P)

##### County Councillors

Cllr T Rolt (P)

Cllr Z Brooks (P)

##### Borough Councillors

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr J Lovell (A)

Officer: Wendy Coulter (Town Clerk) (P) (Taking the minutes)

Members of the Public: 4

### **C149/15 Apologies for Absence**

Apologies for absence were received and accepted from Councillors C Ecclestone, L Gregori and M Mumford.

### **C150/15 Declarations of Interest**

There were no declarations of interest.

**C151/15 Minutes**

The Minutes of the Council meeting held on 25 February 2016 were agreed and signed by the Chairman as a correct record.

**C152/15 Public Participation**

Mr Long – Andover Resident

I am pleased that the Andover Town Council are looking at ways to take on more responsibilities after the huge hike in the Andover Levy of 84.4%

The motion in your agenda his evening from Cllr Rowles of having talks with HCC and TVBC to “facilitate and agreement to adopt the market”. This does pose some interesting questions which I would love to hear the answers to this evening if possible?

The Andover Charter Market generates an income of £60,000 per year for TVBC for doing very little apart from removing the rubbish from the High Street (figures from TVBC budget report 2015/2016).

Is the proposal to take over the Saturday Market or to include the ones held on a Thursday and Sunday as well?

Also can you tell us how you propose to make the markets more effective?

And finally, what argument/persuasion would you give to TVBC to say give us the Andover Market to run, as we would like the £60,000 paid into the Andover Town Council’s coffer instead of yours?

**Town Council Response –**

Councillor Rowles responded that the answers to the question would be given during item 10 on the Town Council agenda.

**C153/15 Reports from Borough and County Councillors from the Andover Wards**

Report from County Councillor T Rolt –

- The roadworks outside Marks and Spencers have been removed
- The work to the lamp column outside Page & Page is still ongoing
- Breastfeeding – the funding was not given approval by Hampshire County Council. The intention is to provide support through Health Visitors.
- Roman Way Traffic Calming – East West options, there was not enough money for both options. I have asked the Transport Manager to go and look at both options, which they have promised to do.
- Roundabout improvement – Walworth Estate, works will commence in June.
- Dairy Court – the road is not adopted, I have asked HCC to look at it and get something done.
- King Arthurs Way – Aster and SSE are trying to identify orphan lights, lights which have fallen off the radar. I would urge anyone, if you know of orphan light to let me know. Aster are going to put labels on their lights.
- Dentists in East Street – the ‘No Right Turn’ sign is in the trees, HCC are working to rectify this
- Lidl Car Park – Pot Hole Repair, there are problems, HCC is trying to get it sorted out.

Report from Borough Councillor K Hamilton –

The Play Park in Saxon Fields is almost complete, the path will be completed later this year.

**C154/15 Questions from Town Councillors to Borough and County Councillors**

Cllr L Gates – thank to Cllr Brooks for the assistance with the Grit Bins for Artists Way. How do we get more?

Cllr Z Brooks – Will investigate and update Town Councillors

Cllr Gates – to Cllr Rolt, with regard to the speed limit on the Enham Road, when will it be reviewed and implemented?

Cllr T Rolt – will continue to chase and report back to Town Councillors

Cllr K Bird – The orphan lights, are they included on the end of properties?

The traffic survey along Smannell Road, there has been no feedback?

Cllr T Rolt – Aster are aware that there are orphan lights on properties, it includes all lights.

The staff member who was carrying out the survey has left, will continue to chase.

Cllr K Bird – regarding the Children’s Centres, there was a consultation questionnaire, would ask Borough and County Councillors to respond and fight to keep them, please represent Andover.

Cllr J Msonthi – to Cllr Rolt, are there any 106 monies that could be contributed for the works on Smannell Road?

Cllr T Rolt – The monies have been reduced by 40% rather than 14% - some others have been ring-fenced. Will fight and keep on at getting the speed limit reduced.

Cllr M James – There are cyclists using the Town Centre, there do not appear to be any signs to tell the cyclists to dismount.

Cllr T Rolt – there were signs, will investigate.

Cllr J Msonthi – it would be helpful if there were signs in the Town Centre indicating where the cenotaph is located.

#### **C155/15 Chairman's Announcements**

The Chairman announced that she had attended a meeting on Devolution in the South on 1<sup>st</sup> March, assisted with the Town Tidy Day on 4<sup>th</sup> March and attended the Hampshire Association of Local Councils Annual Conference.

#### **C156/15 Youth Council Update**

Cllr R Rowles gave a short report on the activities of the Youth Council.

Last week the Youth Council held a meeting to discuss the 'Bus' Project, which is progressing well. The Youth Councillors are keen to learn more and it may be possible for the Town Council to help enable them more. There are a number of key skills that we can help them learn, Project Management, Event Management and Media Management.

Cllr G McBride also added that the Process for the Youth Council for the next 3 Years was being reviewed.

#### **C157/15 Committee Minutes**

The following Minutes were received and noted:

10 March 2016 – Policy and Resources Committee

15 February 2016 – Planning Committee

7 March 2016 – Planning Committee

21 January 2016 – Allotments Sub-Committee

#### **C158/15 Motions from Town Councillors**

Motion proposed by Cllr R Rowles and seconded by Cllr K Bird.

##### ***Preamble***

*The Markets that operate in Andover High Street have been a real draw for the Town of Andover but could be more effective, Hampshire County Council own the land, Test Valley Borough Council are 'licensees', they collect rubbish for the markets and allow a market consortium to manage the market. The consortium pay Test Valley Borough Council for the privilege of organising the market.*

##### ***Motion:***

*That the Town Clerk to contact Hampshire County Council, and arrange for the proposer and the Town Clerk to attend meetings to facilitate an agreement to adopt the market for the people of Andover by Andover Town Council.*

Cllr Rowles spoke to the motion – this motion is to begin the negotiation process. The Andover Levy is charged in addition to the Town Council's Precept. I concur with the income estimation of £60,000. The first meeting would not be for a commercial basis, but more to find out what the organisations want. At the moment we do not know specifically who is paid what with regard to Test Valley Borough Council. We hope that their interest is a good omen and they will be happy to work with us.

Members discussed the motion, agreeing that it would be helpful for the Town Council to enter into discussion with the other local authorities on the future of the Town Markets.

It was further suggested that the Town Centre Manager be kept informed as he had dealing with the markets as well.

Cllr Bird spoke at the end of the discussion – this motion is to enable to Town Council to look at local services and to get information. We are asking the Council to empower us to do so.

A vote was taken on the motion and it was unanimously agreed.

**RESOLVED: That the Town Clerk contact Hampshire County Council and arrange for the proposer and the Town Clerk to attend meetings to facilitate an agreement to adopt the market for the people of Andover by Andover Town Council.**

Motion proposed by Cllr C Ecclestone and seconded by Cllr K Bird

**Motion:**

*That the Andover Town Council requests of Test Valley Borough Council the redrawing of the Parish of Andover's boundaries to include the area of Abbotts Ann Parish (known as Burghclere Down) within the borders of the Town of Andover. Andover Town Council requests that this measure take effect (subject to the agreement of Abbotts Ann Parish Council) from 6<sup>th</sup> April 2017.*

Members noted that Cllr Ecclestone was not at the meeting therefore Cllr Rowles spoke to the motion. The Town of Andover is growing, however, with the previous review of the parish, a significant area of the Town was placed in the parish of Abbotts Ann. Many of the residents do not understand why they are not included in the Andover parish. There is a boundary review to take place during 2017. However, this motion is asking the Town Council to request Test Valley Borough Council to include Burghclere Down into the Andover Parish, we need to get things moving.

Members discussed the motion and agreed that the Town Council should take the first step in the process and approach Test Valley Borough Council.

Cllr Bird spoke at the end of the discussion – Burghclere Down is an anomaly and does not make any sense. If both parishes request this change it can be done sooner.

A vote was taken and it was unanimously agreed.

**RESOLVED: That Andover Town Council requests of Test Valley Borough Council the redrawing of the Parish of Andover's boundaries to include the area of Abbotts Ann Parish (known as Burghclere Down) within the borders of the Town of Andover. Andover Town Council requests that this measure take effect (subject to the agreement of Abbotts Ann Parish Council) from 6<sup>th</sup> April 2017.**

**C159/15 Report on Incident in Town Council Offices – 24 February 2016**

Members received and noted a report from the Town Clerk on an incident in the Town Council offices on 24<sup>th</sup> February 2016.

Members unanimously approved the actions taken following the investigation.

**Report attached to Record Minutes.**

**C160/15 Chairman Elect**

Members were requested to nominate a Chairman Elect for the Chairman Making on 12 May 2016. Councillor B Long and Cllr K Bird were nominated for the Chairman Elect for 2016/2017.

It was confirmed that other Members could be nominated at the Chairman Making Meeting.

**C161/15 Confirmation of Councillors on Committees**

It was confirmed that Cllr M Mumford would be a Member of the Policy and Resources Committee.

**C162/15 Council and Committee Structure**

Members considered the recommendation of the Policy and Resources Committee regarding the proposed structure of the Town Council and its Committees.

It was noted that if approved, the new Committee Structure would come into effect on 12 May 2016.

Members discussed the change in the Committee Structure. There were concerns with regard to the audit trail with regard to budgets. However, it was shown that the Terms of Reference clearly showed which Budgets the Committees were responsible for.

It was agreed that if the Committees had expenditure outside their budget, approval would be sought from the Policy and Resources Committee to be confirmed by full Council.

The budget process as a whole would be managed by the Policy and Resources Committee for approval by full Council.

There was a short discussion regarding the term 'Chairman' and whether the term should be used by the Town Council. It was agreed that the Legal Standing of the term would be investigated and be brought back for discussion at a later date.

A vote was taken on the new Committee Structure 15 for, none against and 2 abstentions. The Vote was carried.

**RESOLVED: That the Committee Structure (attached to Record Minutes) be approved and implemented from 12 May 2016.**

**C163/15 Dates of Meetings**

Members were requested to approve the dates of Council and Committee meetings for the remainder of the year, including dates for the new Committees.

Members discussed the Committee and Council dates for 2016. It was requested that the Town Clerk include an additional meeting for the Allotment Committee.

Some concern was raised about the number of meetings during the summer months, however members agreed that the number of meetings was necessary.

A vote was taken unanimously in favour.

**RESOLVED: That the Council and Committee dates for the remainder of 2016 be approved.**

**C164/15 Standing Orders Review**

Members considered the recommendation from the Policy and Resources Committee with regard to the Standing Orders of the Council

It was proposed by Cllr R Rowles and seconded by Cllr G McBride that Standing Orders be suspended to allow full debate on the Standing Orders Review.

A vote was taken and unanimously agreed.

**RESOLVED: That Standing Orders be suspended to allow full debate on the Standing Orders Review.**

The Chairman of the Policy and Resources Committee Cllr S Hardstaff explained that the reviewed Standing Orders had been presented to all Councillors with all the amendments highlighted. The Policy and Resources Committee had discussed the amendments in great detail, including whether the Chairman Ex-Officio should be included.

Cllr Hardstaff confirmed that the Terms of Reference for each committee included that each committee would elect its own chairman. However, this required amendment in the Standing Orders.

Members discussed the changes to the standing orders. It was requested that with reference to 'Notification to All Councillors' via email, that the ability to send via post was also included.

It was noted that the Local Government Act from 1926 was still in force and that included that any Councillor may request that Agendas be sent from the Town Clerk via post.

There was some debate over whether the Committees or full Council should appoint the Chairman for Committees. However, Members were in general agreement that the Committees should choose their own chairmen.

It was proposed by Cllr Hardstaff and seconded by Cllr Bird that Standing Orders be reinstated to allow for a vote on the Standing Orders Review.

A Vote was taken and unanimously agreed.

**RESOLVED: That Standing Orders be re-instated to allow for a decision on the Standing Orders Review.**

Cllr Hardstaff proposed that the Standing Orders, as amended by the Policy and Resources Committee have an additional amendment to allow committees to appoint their own Chairmen.

This was seconded by Cllr B Carpenter.

A Vote was taken and unanimously agreed.

**RESOLVED: That the Standing Orders, as amended by the Policy and Resources Committee have an additional amendment to allow Committees to appoint their own Chairmen.**

Members then considered an additional amendment to Standing Orders that had been included on the agenda:

"Amendment to Standing Orders, SO No 19 –

The Council Chairman shall have the right to attend and contribute to a debate of 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" – proposed by Cllr B Long and seconded by Cllr R Hughes.

Cllr B Long spoke to the amendment – it is important that the Chairman of the Council understanding what is going on in all aspects of the Council business. The Chairman should not have to be a Member of every committee.

Cllr R Hughes spoke to the amendment – for the role of the Chairman of the Council it is important that they have the capacity to be ex-officio.

Members discussed the proposed amendment.

It was generally agreed that the Chairman of the Council is able to attend any meeting of the Town Council and would therefore be able to keep up to date with business. It was also expected that the Chairmen of the Committees would keep the Chairman of the Council up to date if they were unable to attend a meeting.

Members agreed that it was not necessary for the Chairman of the Town Council to be ex-officio at Committee Meetings.

A vote was taken on the amendment, 5 for, 10 against, 1 abstention.

RESOLVED: That there would be no amendment to Standing Order no. 19.

It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the proposed Standing Orders as amended by Policy and Resources Committee and amended by Full Council be adopted by Full Council.

A Vote was taken 15 for, 1 abstention

**RESOLVED: That the Standing Orders, as amended by the Policy and Resources Committee and Full Council be adopted.**

C165/15

**Finance**

The following list of payments up to 29 March 2016 were approved.

March 2016 Payments				
BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
126308554	08.03.2016	Photocopier charges 09.12.2016-08.03.2016	Alto Digital	341.68
BESDDMar16	14.03.2016	Electricity Charges 15.02.2016-15.03.2016	BES Commercial Electricity Ltd	129.67
690004713	14.03.2016	Training for Councillors	HALC	360.00
710196596	14.03.2016	Training for Cllrs – the Knoweldge and Core Skills	HALC	108.00
538256658	17.03.2016	Training for Cllrs – Planning Framework for Cllrs	HALC	42.00
868438930	16.03.2016	Transfer of Allotment Land – The Drove	Hedley's Solicitors	331.00
71735293	29.03.2016	Costs for Scarecrow Competition	Mrs L Laing	35.00
DDPEACArp16	16.03.2016	Sharp Photocopier Rental 01.04.2016-30.06.2016	Pan European Asset Company	308.53
67501768	23.03.2016	New PC Equipment for additional staff member & replacement of old PC	AB Computers and Planet PC	1511.98
756599140	07.03.2016	Hire of Guildhall 17.03.2016	Test Valley Borough Council	124.00
988159576	07.03.2016	Hire of Guildhall 31.03.2016	Test Valley Borough Council	124.00
313080751	16.03.2016	Clearance of old office furniture	Tony Rice Services	140.00
570100521	15.03.2016	New desk for Cttee Officer	Viking Supplies	214.80
832100261	14.03.2016	Office/meeting chairs x 24	Viking Supplies	1036.80

788702427	14.03.2016	Drawer pedestal + 4 Drawer filing cabinet	Viking supplies	198.99
<b>TOTAL</b>				<b>£5165.93</b>
<b>April 2016 Payments</b>				
338947601	01.04.2016	April 2016 Salary	Allotments Officer	1130.00
672826443	01.04.2016	April Salary 2016	Town Clerk	2613.26
300286	05.04.2016	April 2016 Tax Contributions	HMRC	2503.08
DDNESTApr16	05.04.2016	Pension contributions April 16	NEST Pensions	83.10
90837893	30.04.2016	Renewal of Software provision and hosting	EdgeDesigns Ltd	919.20
<b>TOTAL</b>				<b>£7,248.64</b>

**C166/15 Questions from Councillors**

There were no questions received from Town Councillors.

**C167/15 Reports from Town Councillors**

Cllr Long reported that she had seen a cable hanging belonging to the tree lights, hanging down on 30<sup>th</sup> March. It had been cut by the contractors installing the cladding on the Chantry Centre. She had spoken with the contractors and they had agreed to repair the cable and reinstall it.

Cllr Bird reported that she had attended the Town Tidy Day, the HALC Annual Meeting on 19 March where the following matters were discussed:

Update on External Auditors for Local Councils – NALC would be responsible for the appointment of External Auditors

Devolution – the offers keep changing

A new representative from Hampshire County Council on the HALC board, very positive and helpful.

Cllr G McBride thanked all those who had attended the recent meeting on the A-Fest Project.

Cllr C Bartholomew reported that she had also taken part in the Town Tidy Day.

Cllr Msonthi reported that she had attended on 27<sup>th</sup> February 2016 the Hampshire and Isle of Wight Resilience Group.

Cllr Gates reported that he had also attended the Town Tidy Day.

Cllr Gates also reminded Members of the Motion that had been passed in October 2015 regarding Refugees in Andover. He informed Members that he had discussions with Cllr J Lovell (Test Valley Borough Council) and they had organised for a meeting to be held in the Rendezvous for the people of Andover to be given more information about the Refugees. He asked whether the Town Council could support it.

The Town Clerk confirmed that she would add it to the next Policy and Resources Committee Agenda.

**C168/15 Date of Next Meeting**

Members noted that the date of the next full Council meeting was Thursday 12 May 2016 at 7pm in the Upper Guildhall.

The Chairman closed the meeting at 8.55pm.

Chairman

Date