



# ANDOVER TOWN COUNCIL

## Minutes Council

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### Time and date

7.04pm on Friday 8 November 2019

### Place

The Upper Guildhall, Andover, Hampshire

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Cllr R Rowles - Town Mayor (A)

Cllr L Banville - Deputy Town Mayor (P)

Cllr S Blackmore (A)

Cllr G Davis (P)

Cllr K Farrer (P)

Cllr R Meyer (P)

Cllr A Watts (P)

Cllr D Coole (P)

Cllr D Day (A)

Cllr V Harber (P)

Cllr P Scott (A)

Cllr J Coole (P)

Cllr C Ecclestone (A)

Cllr M James (P)

Cllr D Treadwell (P)

### Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

### Borough/County Councillors Present:

Cllr I Anderson

Cllr A Burley

Cllr Z Brooks

Cllr D Drew

Cllr N Matthews

**Members of the Public:** 9

**Members of the Press:** 1

As the Town Mayor was absent, Cllr L Banville the Deputy Town Mayor Chaired the meeting.

**C 125/19 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr C Ecclestone.

The Town Clerk announced that Dorothy Day and Peter Scott were no longer Town Councillors as they had not attended a Council or Committee meeting for 6 months and Peter Scott had handed in his resignation.

**C 126/19 DECLARATIONS OF INTEREST**

Councillors D Coole, J Coole and G Davis declared a personal interest in Item 11d.

**C 127/19 MINUTES**

It was proposed by Cllr D Coole and seconded by Cllr M James that the minutes of the Council meetings held on 26 September 2019 and 11 October 2019 be signed by the Deputy Town Mayor as a correct record.

**RESOLVED: That the minutes of the Council meetings held on 26 September 2019 and 11 October 2019 (as amended) be signed by the Deputy Town Mayor as a correct record.**

**C 128/19 PUBLIC PARTICIPATION**

*The notes below are a precis of statements/questions. They are not recorded word for word.*

**Member of Public 1:**

- Reference the Extraordinary Council meeting held on 28 October 2019, how much did it cost in officer time? Why was there no public participation on the agenda?
- Dismayed to see that the Town Mayor was calling for the Town Council to be disbanded. Publicly calling for the Town Mayor to resign.

**Deputy Town Mayor response:** The Town Clerk will send you an email with costs for officer time.

Cannot comment with regard to the Town Mayor but your comments will be noted.

**Member of Public 2: (Written Statement submitted)**

"I wish to speak particularly to the motion at item 11f, detailed in appendix D, but also on the agenda in general.

While there may be some merit in the aims of this motion it is nevertheless pretentious schoolboy politics intended to perpetuate the squabble between two councillors neither of whom is fit to hold public office. It is totally inappropriate to bring this motion to council now when your sub-committee was discussing a review of all policies and standing orders earlier today. This motion should be referred without further comment to that committee to be included in any such review.

More important than these logistical reasons council should defer debate because it needs to get to grip on the members who are bringing this council and the town into disrepute with their arrogant, childish behaviour. Behaviour for which each and every councillor holds collective responsibility. This has now been going on for six months, during which time you have destroyed your own reputations and that of the council and quite possibly destroyed the council itself.

This council was established after a twenty year cross community campaign and with the support of the residents from across Andover parish. Since then more than forty local residents have worked together, disregarding political allegiances, to make this council work for the whole town. All that work has been trashed over the past six months by the so-called Andover Alliance – a rag bag of egos who can't even agree on which day to hold meetings.

You spend your time hurling insults at each other on Facebook and in the self indulgent politics we see on tonight's agenda. All in a vain attempt to control a parish in which many of you have no interest and in some cases don't even live. And now we have threats from one group to close the council unless it gets its own way. Its no wonder the worst offenders here were disowned by their previous political associates.

This behaviour needs to stop and stop now. Get you act together or get out. Too many of you have shown yourselves unfit for office and should resign immediately. For God's sake go and go now before you do any further damage”.

**Deputy Town Mayor's response:** Your comments will be noted in the minutes and item 11 (f) will be discussed later in the agenda.

**Member of Public 3:**

As Economic Development & Tourism Portfolio Holder an update report was given on a recent Brief regarding Test Valley and Andover. Part of the brief covered Tourism and it was suggested that it was a good opportunity for the Town Council to become involved.

**Member of Public 4:**

Horrified to see the recent comments on Facebook and that the present Town Mayor is calling for the dissolution of the Town Council.

Reports should accompany agendas to provide Members and the Public with information. Did any Members of the Town Council attend a recent meeting regarding the Master Plan, which will feed into Local Planning?

**Deputy Town Mayor's response:** agreed with the comments regarding Facebook and apologised on behalf of the Town Council.

**C 129/19 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS:  
*The notes below are a precis of statements/questions. They are not recorded word for word.***

**Cllr D Drew:** Reference the Andover BID – it is really important that the Andover Businesses are in charge of doing something good for the Town.

The Borough Council are trying to attract more businesses into the Chantry Centre by making the terms to come in and leave easier, reducing Service Charges and making further changes, another good opportunity for the Town Council to participate.

**Cllr N Matthews:** Romans Ward, Endeavour Junction is now completed. Smannell Road phase 2 & 3 are underway and will be completed in 2 to 3 weeks.

A new defibrillator for Augusta Park Community Centre has now been purchased with monies received from the Co-op.

Football pitches and gravel paths, negation completed to include them in the maintenance plan of Test Valley Borough Council.

Cricketers and Romans Way lighting, Aster have confirmed rejuvenation of the lighting but works will not commence for 12 months. A meeting to discuss the works will take place on 24 November 2019.

An open surgery will be held at Augusta Park Community Centre on 7 December 2019 starting at 10am.

**Cllr C Donnelly:** Downlands Ward, the flooding at Picket 20, Hampshire County Council (HCC) have approved the resurfacing of the roads, work will start in 2 weeks. The Wheelabrator consultation will be open until December.

Cllr I Andersen: St Marys Ward, Bell Road resilience work will take place on 19 November 2019.

Vigo Road School parking problems, working with Hampshire County Council. 2 meetings held at the school, suggestions from HCC to keep parents walking their children to school using alternative parking places.

Consultation with HCC regarding Swan Court Building Work leaving rubbish on site, it is dangerous.

The Vigo Road Bus will start in mid-November.

On-going issue with graffiti in the Town, please report it to the Borough Council.

#### **C 130/19 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

There were no questions asked by the Town Councillors to the Borough and County Councillors.

#### **C 131/19 TOWN MAYORS ANNOUNCEMENTS**

There were none as the Town Mayor was absent.

The Deputy Town Mayor made the following announcement:

Peapod Nursery are offering an hour's childcare for mothers going for smear tests.

Cllr L Banville will be a point of contact in Andover for 'Project Dragonfly' - which helps to identify victims of domestic abuse isolated in their town.

Been inspecting Harroway Ward and noticed that Street Furniture is looking dilapidated. Will be seeking to rectify the situation.

#### **C 132/19 COMMITTEE MINUTES**

The following Committee Minutes were received and noted:

16 August 2019 – Allotment Committee

#### **C 133/19 FINANCE**

The list of Payments for approval up to 30 October 2019 was proposed by Cllr D Coole and seconded by Cllr M James. A vote was taken which was unanimous.

**RESOLVED: That the list of payments up to 30 October 2019 be approved.**

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
DDMAINSEPT 12019	Mainstream Digital	4210/7	Line Maintenance (60 Months) 19.09.2019 – 18.12.2019	£75.59
DDMAINSEPT 22019	Mainstream Digital	4210/7	Analogue ¼ line rental 20.09.2019 – 19.12.2019	£46.11
DDMAINSEPT 32019	Mainstream Digital	4210/7	Digital ¼ line rental 20.09.2019 – 18.12.2019	£232.64
DDMAINSEPT 42019	Mainstream Digital	4210/7	Superfast Broadband 27/09/2019 – 26.12.2019	£122.39
517836644	Grass and Grounds	4500/1	Grass cutting x 6 – September 2019	£612.00
519425219	Mrs Fern Long		Reimbursements For mileage & allotment equipment Cable ties for gates	£22.60
147201251	Grass and Grounds	4500/1	Supply of membrane to cover vacant plots x 7	£482.04
DDBGSept12019	British Gas	4210/6	Electricity supply 68B 07.09.2019 – 09.10.2019 1	£7.33
DDBGSept22019	British Gas	4210/6	Electricity charges 07.09.2019 – 09.10.2019 2	£69.49
387715925	Business Stream	4504500/1/3 /3	Water Supply CW Aug – Oct 2019	£65.63
379494616	Business Stream	4500/1/1/3	Water Supply AW Aug – Oct 2019	£39.41
163464786	Attwood Electrical	4210/15	Investigate non-working heaters + emergency lightning failures	£84.00
DDBESSept2019	BES Commercial Electricity Ltd	4210/6	Electricity supply 66C High Street September 2019	£14.60
174443060	Restore Datashred	4210/17	Confidential Recycling	£28.31
266187518	Mr T P Stockwell	4500/1/5/2	Warden Payment 2019	£50.00
DDPEACOCT2019	Pan European Asset Company	4210/8	Photocopier lease 01.11.2019 – 31.01.2020	£797.18
216736913	Lightatouch Internal Audit Services	4000/4	Internal Audit Part 1 April – September 2019	£575.00
600963740	Attwood Electrical	4210/15	To repair emergency lighting failure	£221.76
646383105	Moores Cleaning Services Ltd	4210/15	Cleaning services for October 2019	£282.47
809011908	Michelle Young	4100/6	Reimbursements November 2019 1	£3.67
	Confidential			£10,363.07
<b>TOTAL up to 30 October 2019</b>				<b>14,195.29</b>

### C 134/19 CHRISTMAS OPENING TIMES

Members considered the Opening Times for the Town Council Office over the Christmas period 2019.

Cllr L Banville thanked the Officers for their hard work in relation to the installation of the Christmas Lights.

It was proposed by Cllr D Coole and seconded by Cllr A Watts that the proposed opening times be agreed.

A vote was taken which was unanimous.

**RESOLVED: That the following opening times for the Town Council Offices over the Christmas period 2019/2020 be agreed:**

**16 December to 20 December – open as normal**

**23 December – open as normal**

**24, 25, 26, 27 December - CLOSED**

**30, 31 December – CLOSED**

**1 January 2020 - CLOSED**

**2 January 2020 – normal office hours to resume.**

#### **C 135/19 MOTIONS FROM COUNCILLORS**

##### **Water Information Page on Website**

Members were asked to consider the following motion, proposed by Cllr L Banville and seconded by Cllr A Watts:

“The motion is to instruct the Town Clerk to include a page on the website with information about water saving methods, how to cover the costs of water and other useful information. Information to be provided by Sam Underwood of Southern Water”.

A vote was taken which was unanimous.

**RESOLVED: To instruct the Town Clerk to include a page on the website with information about water saving methods, how to cover the costs of water and other useful information. Information to be provided by Sam Underwood of Southern Water.**

##### **Draft Minutes**

Motion proposed by Cllr L Banville and seconded by Cllr A Watts:

That as soon as the draft minutes of a Council or Committee meeting have been written up, they are distributed to all Council/Committee Members for comment. Comments to be received by officers ten clear working days prior to the next meeting.

**The Motion was withdrawn.**

##### **A Real Living Wage Policy**

Proposed by Cllr D Coole and seconded by Cllr J Coole:

That Andover Town Council supports the Living Wage Foundation’s aim to see all employees paid the Real Living Wage and adopts a Real Living Wage policy both for itself, its suppliers and contractors.

A vote was taken, 6 for, 4 abstentions.

**RESOLVED: That Andover Town Council supports the Living Wage Foundation’s aim to see all employees paid the Real Living Wage and adopts a Real Living Wage policy both for itself, its suppliers and contractors.**

##### **Andover Plastic Free Initiative**

Proposed by Cllr D Coole and seconded by Cllr R Meyer:

That Andover Town Council supports the Andover Plastic Free Initiative to have Andover certified Single-Use plastic free and commits to becoming an Andover Plastic Free Champion. The Council affirms its commitment by working to eliminate its use of Single-Use Plastic products internally, in its purchasing policies and in collaboration with Andover

Plastic Free, Test Valley Borough Council and local businesses, on initiatives in pursuit of the goal of eliminating Single-Use Plastic items.

A vote was taken which was unanimous.

**RESOLVED: That Andover Town Council supports the Andover Plastic Free Initiative to have Andover certified Single-Use plastic free and commits to becoming an Andover Plastic Free Champion. The Council affirms its commitment by working to eliminate its use of Single-Use Plastic products internally, in its purchasing policies and in collaboration with Andover Plastic Free, Test Valley Borough Council and local businesses, on initiatives in pursuit of the goal of eliminating Single-Use Plastic items.**

#### **Old Post Office Building – Bridge Street**

Proposed by Cllr L Banville, Seconded by Cllr C Ecclestone

That Andover Town Council exercise its Community Right to Bid prerogative by advising Test Valley Borough Council of its interest in the Old Post Office Building on Bridge Street.

**The Motion was deferred to the next Council Meeting.**

#### **Amendments to Standing Orders**

Proposed by Cllr D Coole, Seconded by Cllr R Meyer

That Standing Orders be amended to include a Standing Order on the Andover Town Council Civic positions, that Standing Order One be amended to include the Civic positions and that the amendments presented be approved.

**The Motion was deferred for consideration to the Policy Working Group.**

#### **C 136/19 GRANT FOR MAKATON FRIENDLY ANDOVER**

Members considered a grant application for a Makaton Friendly Andover. Representative from Andover Mencap were present to answer questions relating to the application.

It was noted that the Town Council's policy on Grants only allowed the Town Council to award 75% of the total value of the application. Therefore the Town Council could only award £6,750.

Various questions were asked relating to licencing of a trainer, that the licence has to be renewed every 2 years, at least 30 businesses would be trained.

It was estimated that at least 400 to 500 people would benefit.

It was proposed by Cllr V Harber and seconded by Cllr A Watts that £6,750 be awarded as a grant for Makaton Friendly Andover.

A vote was taken, 9 for, 1 against.

**RESOLVED: That £6,750 be awarded as a grant for Makaton Friendly Andover.**

#### **C 137/19 QUESTIONS FROM COUNCILLORS**

Councillor D Coole asked the following question and a written reply was given:

**Council Office Air Quality Review.** Can the Proper Officer please provide an update on the Council Officer Air Quality Review, which was resolved at the January 2019 Full Council meeting:

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.

**General Power of Competence.** Can the Proper Officer please provide an update on the arrangements with the view to the Town Council becoming eligible to exercise the General Power of Competence in the near future, which was resolved at the May 2019 Full Council meeting? Do we have a target date for achieving this?

**Andover Town Council Self-Financing Newsletter.** Can the Proper Officer please provide an update on the Andover Town Council self-financing Newsletter, which was resolved at the July 2019 Full Council meeting:

- Which companies quoted/have been selected to do the advertising and the printing?
- Has the method of delivery been finalised?
- Has sufficient advertising revenue been secured to enable the first edition to be sent to print? Do we have a target date for achieving this?

Written Answer:

**Air Quality Review**

- a. Officers receive regular breaks & opportunities for fresh air and refreshments
- b. Officers are working with the landlord to repair a window and install a second window in the Town Clerk's office
- c. The skylights have been repaired and open and close correctly. The blinds have not yet been replaced.
- d. The cleaning of the offices is regularly monitored. Another deep clean is due in January 2020.



- e. Regular checks are held with the cleaning company. Adequate cleaning is being maintained.
- f. Houseplants have been purchased and are growing well upstairs. Replacements need to be sourced for downstairs.
- g. Temperature is monitored in all rooms and has stayed within NHS limits. Humidity recorders have not yet been purchased.
- h. Air conditioning units were used during the summer. Noise was kept to a minimum. All electrical equipment for heating and cooking has recently undergone servicing.
- i. A record of expenditure is kept within the budget. Most costs have been met by the landlord. Costs for plants, thermometers, humidity recorders and servicing electrical equipment for heating and cooling will be met from within the £2,000 budget.

### **General Power of Competence**

Time is being sought within the Town Clerk's schedule to complete the CiLCA, the Budgets & Staffing Committee will receive a report in the New Year.

### **Andover Town Council Self Financing Newsletter**

Due to the loss of staff this has not progressed. However, replacement staff are being sought and this will be progressed over the following weeks.

### **C 138/19 REPORTS FROM TOWN COUNCILLORS**

**Cllr J Coole:** Recently visited Picket Twenty sports facilities to consider future potential. The results will be distributed early next year.

**Cllr D Coole:** A Youth Club is being considered for Augusta Park Community Centre. The trustees for the Centre are considering facilities and the Town Council will consider a Budget on Youth Club provision across Andover.

**Cllr R Meyer:** Peapod Nursey is run by a published author, the free childcare is a useful scheme.

**Cllr A Watts:** Cllr James and I have visited more of the Allotment sites and noted the issues. We're working with the officers to resolve problems.

Cllr V Harber: Inviting local charitable organisations to use the Queen Charlotte venue free of charge. If organisations wish to use the venue, please contact Cllr Harber direct.

### **C 139/19 ATTENDANCE AT COUNCIL MEETINGS**

The Councillor attendance at Council Meetings was noted.

### **C 140/19 STANDING ORDER 19**

Noted that the amendment had been revoked as the Town Council's own Standing Orders had not been followed. It would be considered by the Policy Working Group.

### **C 141/19 DATE OF THE NEXT MEETING**

It was noted that the next Council meeting would take place on Friday 13 December 2019 at the Rendezvous, Union Street, Andover starting at 7.00pm.

The Town Mayor closed the meeting at 8.21pm.

Town Mayor

Date

