KINGTON
HEREFORDSHIRE

Members of the Council you are
hereby summoned to attend a meeting of

Kington Town Council

to be held on **Monday 15th May 2023** at **6.00 pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP
for the purpose of transacting the following business.

Agenda

1. To elect the Mayor of Kington for the forthcoming year
2. To receive apologies for absence
3. To note declarations of interest and consider requests for dispensation
4. To elect a Deputy Mayor of Kington for the forthcoming year
5. To confirm the Minutes of the meeting held on 3rd April 2023
6. To consider candidates for co-option to fill three vacancies as Town Councillor
7. Public participation:
   a) To receive the police report
   b) To receive the Ward Councillors Report
   c) To receive questions from members of the public present
8. To agree appointments to the following committees:
   a) Finance & General Purposes
   b) Planning
   c) Personnel
   d) Scrutiny
   e) Environment
   f) Services
9. To agree council representatives on the following outside bodies:
   a) Kington United Charities
   b) Lady Hawkins
   c) Kington Festival Association
   d) Kington Museum
   e) Kington Chamber of Trade
   f) Kington Tourist Group
   g) Kington Twinning Association
   h) KLEEN
   i) Kington Allotment Association
10. Clerk's Report
11. Financial Matters
   a) To consider grant payment of £2,500.00 to Kington Tourist Group
   b) To approve payments as now due
   c) To note and agree recurring payments made via direct debits or standing orders
   d) To review and confirm/agree bank signatories for the Town Council accounts
   e) To appoint a financial examiner for the year

12. To confirm that in accordance with The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, this council meets the conditions for using General Power of Competence and intends to exercise that power until the next full election of the Council
13. To confirm adoption of the following policies:
    a) Code of Conduct
    b) Standing Orders
    c) Financial Regulations
14. Training:
    a) To consider request from Cllr. Fitton to attend online training with NALC at a cost of £43.37
    b) To confirm town councillor induction session and agree content
15. Planning Matters
    To consider responses to the following planning applications:
    a) Ref: 231050
       Site: 45 Bridge Street, Kington
       Dev: Proposed PV solar collectors to front roof
    b) Ref: 231084
       Site: 22-24 High Street, Kington
       Dev: Remove and replace roof tiles, re-felt & re-batten
16. To consider proposal for limited verge cutting in some areas to promote biodiversity
17 To consider arrangements for the unveiling of Fly, Walking Dog of Kington
18. To consider subscription to Rural Market Town Group of the Rural Services Network at a cost of £99.00 for the year
19. To note reports from Committees:
    a) Planning Committee held 17th April 2023
    b) Services Committee scheduled for 17th April 2023 was not held
20. Information only item: Reports from councillors
21. Update on Annual Town Meeting and agree format
22. To agree forthcoming meeting schedule
23. If required, to resolve to extend time allowed for signing Declaration of Acceptance of office for any councillor unable to attend this first meeting of the Town Council
24. Items for the next agenda
250. To confirm date and time of next meeting

Issued by:
Liz Kelso, Clerk, Kington Town Council
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
9.5.2023

Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.
In the interests of the health and well being of councillors, staff and members of the public in at tendance, please do not attend this meeting if you are unwell whether or not you have tested positive for covid.

Meeting to be held 15.5.2023
Agenda item 8

	Planning	Environment	Services	Scrutiny	Personnel	F&GP	Rec. Mgmt Group
	Meets monthly	Meets every other month	Meets every other momth	Meets as and when necessary	Meets as and when necessary	Meets quarterly	Meets as and when necessary
E. Banks							
R. Banks							
T. Bounds							
J. Cooke							
M. Fitton							
J. Gardner							
F. Hawkins							
E. Rolls							
P. Sell							
M. Woolford							
R. Warne							
R. Widdowson							
TOTAL							
QUORUM	**4**	**4**	**5**	**4**	**4**	**5**	**4**

Note: Mayor and Deputies are ex-officio members of all committees
Agreed at a meeting of the town council held on

KINGTON TOWN COUNCIL
Meeting to be held on Monday 15th May 2023
Agenda item 10 - Clerk's Report

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

1. Code of Conduct Statement of Financial Interests

Members are reminded that any change in matters reported in the Statement of Financial Interests must be notified to the Monitoring Officer within 28 days of the change. Failure to do so could, in some circumstances, incur criminal penalties. If you are unsure whether you need to include something on the form, please check with the Monitoring Officer or ask the Clerk. Copies of your existing form/declaration can be obtained from the Clerk.

2. Local Council Audit Arrangements

As members may be aware, local councils with a turnover of over £25,000 are subject to two audits covering both financial matters and procedural matters each year. As agreed in February, new internal auditors, Mulberry & Co., carried out the internal audit for the year to 31.3.2023 and their report will be considered alongside the Annual Governance and Accounting Return (AGAR) for the year to 31.3.2023, at our meeting in June. This will enable the Finance and General Purposes Committee to meet to consider the detail of the report before it is presented to full council. The AGAR must be submitted to our external auditor (with supporting documentation) no later than 30th June.

3. Market Towns Investment Plan

Members may recall that a meeting was proposed by Herefordshire Council to review the Market Town Investment Plan for Kington with an officer of Herefordshire Council so that work can begin on proposals identified in the plan. The officer identified has been unwell for some months so Herefordshire Council are proposing reviewing this work starting in June.

4. Market Town Maintenance Fund

As reported at the last few meetings, a response is still awaited from BBLP on the status of the next phase of work under the Market Town Maintenance Fund.

5. Funding for Events and Festivals

Herefordshire Council has announced funding available for Events and Festivals through the Shared Prosperity Fund which is available for applications from Town and Parish Councils. The Clerk is to attend a briefing for the market town clerks next week on this funding and will report back to the next meeting.

6. **Transport Study**

Consultants acting on behalf of Herefordshire Council have confirmed that the consultation material for the long awaited Transport Study is likely to be made available to us within the next few days so that this can be considered at our next meeting in June. It is not yet clear, given the change of cabinet members at Herefordshire Council, what the impact of the election results will have on this Study.

Kington Town Council
Schedule of payments to be approved on 15th May 2023

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Payments now due								£ -
11	Lloyds Bank	DD - 17.4.2023	Credit card charges: zoom licence, ink, fee			£ 34.70	£ 6.35	£ 41.05
12	PEAC Finance	DD - 8.5.2023	Copier lease - final payment			£ 163.40	£ 32.68	£ 196.08
13	Vision ICT	BACS	Email hosting		FC-090-21	£ 288.00	£ 57.60	£ 345.60
14	Herefordshire Council	BACS	Office Rental		FC208-18	£ 190.00		£ 190.00
15	John Cromar's Arboricultural	BACS	Rec Grant - Tree Safety Survey		FC029-23	£ 350.00	£ 70.00	£ 420.00
16	John Cromar's Arboricultural	BACS	Tree Safety Survey - Churchyard		FC029-23	£ 100.00	£ 20.00	£ 120.00
17	Kevin Robinson	BACS	Mileage - Parish Footpaths Officer Meetings			£ 35.20		£ 35.20
18	I. J. Wood-Johnson	BACS	Rec Grant - Repairs to bins, benches etc.		FC043-23(b)	£ 1,160.00		£ 1,160.00
19	Gazon Vert	BACS	Rec Grant - weed & moss treatment			£ 325.00		£ 325.00
20	Orphans Press Ltd.	BACS	Festival Brochure Printing		FC180-22	£ 1,374.00		£ 1,374.00
21	HMRC	BACS	Tax, NI on staff salaries in April			£ 1,010.53		£ 1,010.53
22	Glide Media	BACS	Distribution costs for Festivals Brochure		FC180-22	£ 370.00	£ 74.00	£ 444.00
23	Higround Maintenance	BACS	Rec Grant - Grass cutting		FC-043-23(b)	£ 136.32	£ 27.26	£ 163.58
24	Kington Forge	BACS	Rec Grant - memorial gates work		FC-043-23(b)	£ 3,283.34		£ 3,283.34
25	Kington Building supplies	BACS	Rec Grant - repair materials			£ 16.42	£ 3.28	£ 19.70
26	Countrywide	BACS	Rec Grant - Grass cutting - March			£ 150.00	£ 30.00	£ 180.00
27	Rialtas Business Solutions	BACS	Software support & maintenance			£ 106.88	£ 21.38	£ 128.26
28	Kington Tourist Group	BACS	Annual Grant (agenda item 12(a))			£ 2,500.00		£ 2,500.00
			Total payments this month excluding salaries			**£ 11,593.79**	**£ 342.55**	**£ 11,936.34**
FOR INFORMATION								
Payments made as a grant:								
	Rec Grant					£ 5,421.08	£ 130.54	£ 5,551.62
								£ -
Salary payments (net) for month of April:								£ 3,034.53
								£ -

KINGTON TOWN COUNCIL
Meeting to be held on Monday 15th May 2023
Agenda item 11(c) – Financial Matters – Standing Order Payments and Direct Debits

To confirm authority to continue to make the following payments via standing order and/or direct debit:

Standing Order payments:

Staff salaries

Direct Debit payments:

Beneficiary:	**Detail:**	**Frequency:**
British Telecom	Telephone & Broadband	Quarterly
E-On	Rec. toilet block utilities	Quarterly
Lloyds Bank plc	Card payments	Monthly

KINGTON TOWN COUNCIL
Meeting to be held on Monday 15th May 2023
Agenda item 11(e) - Financial Examiner Role

The Town Council's financial examiner is responsible for checking expenditure and receipts against the town council bank statements/bank reconciliations and payment schedules as approved at each meeting of full council.

1. The role should only be carried out by a councillor who is **not** a cheque signatory and **not** a member of the Finance and General Purposes Committee, i.e. must be independent of the financial processes of the Town Council.

2. Tasks required include:

    - Attending the town council offices on a monthly or quarterly basis to review the financial records
    - Checking that invoices are correctly listed on payment schedules as presented to meetings
    - Checking that invoices and receipts are entered correctly in the cash book
    - Checking that the bank reconciliations have been correctly calculated
    - Preparing a report for the Finance and General Purposes Committee to reflect checks carried out and highlighting any issues identified

3. This task could be carried out on a monthly basis or quarterly on dates and times to be agreed with the Town Clerk. Finance and General Purposes Committees are held quarterly. Attendance at the committee meeting is not usually required.

KINGTON TOWN COUNCIL
Meeting to be held on 15.5.2023
Agenda item 12 - GENERAL POWERS OF COMPETENCE AND WELLBEING

The General Power of Competence in sections 1 to 8 of the Localism Act 2011 is available only to 'eligible' parish councils in England. The eligibility criteria are set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965). They are that the parish council has resolved at a meeting of the council and at each subsequent relevant annual meeting (for example an annual meeting taking place in a year of ordinary elections of parish councillors) that it meets the following conditions at the time the resolution is passed:

• Two thirds or more of the councillors have been elected, rather than co-opted or appointed

• the clerk to the local council holds the:

Certificate in Local Council Administration, and/or
Certificate of Higher Education in Local Policy and governance, and/or
Certificate of Higher Education in Local Council Administration, and/or
The first level of the foundation degree in Community Engagement

• The clerk has completed the relevant training (for example training in the exercise of the general power provided in accordance with the national training strategy for parish councils adopted by NALC, as revised from time to time), unless such training was required for the purpose of obtaining one of the qualifications listed above

If a local council which has previously passed such a resolution does not pass a further resolution at the next relevant annual meeting, it may only complete any activity undertaken in the exercise of the general power but not completed before the day of that meeting.

On the face of it, the General Power of Competence is the power of a local council to do anything that individuals generally may do (Localism Act 2011, s.1). An individual means an adult with full capacity. The power includes the power to do an act anywhere in the United Kingdom or elsewhere; and the power to do it for a commercial purpose or otherwise for a charge, or without charge; and the power to do it for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area. It is not limited by the existence of any other power of the authority which (to any extent) overlaps the General Power, nor is any such power limited by the existence of the General Power.
But there are boundaries to the General Power (see section 2) and limits on charging (see section 3) and on doing things for a commercial purpose (see section 4). Where an activity is done for a commercial purpose, it must be done through a limited company.

Herefordshire Council

Directorate/Division:	Economy and Environment
Team:	
Our Ref:	231084
Please ask for:	Awaiting Allocation
Direct line:	
Email:	
Date:	26/04/2023

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
The Old Police Station
Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS:	**Planning Consultation - 231084 - 22-24 High Street, Kington, Herefordshire, HR5 3AX**
DESCRIPTION:	**To remove and replace the roof tiles, re-felt and re-batten. Roof tiles will be re-used and or replaced with like for like.**
APPLICANT(S):	**Mr Malcolm Thompson**
GRID REF:	**OS 329648, 256631**
APPLICATION TYPE:	**Listed Building Consent**
WEBSITE LINK:	http://www.herefordshire.gov.uk/searchplanningapplications

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 231084.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **19/05/2023** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

TECHNICAL SUPPORT OFFICER

All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

Herefordshire Council

Directorate/Division:	Economy and Environment
Team:	
Our Ref:	231050
Please ask for:	Awaiting Allocation
Direct line:	
Email:	
Date:	18/04/2023

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
The Old Police Station
Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS:	**Planning Consultation - 231050 - 45 Bridge Street, Kington, Herefordshire, HR5 3DW**
DESCRIPTION:	**Proposed PV solar collectors to front roof (10 panels approx. 1150 x 1750mm each arranged in two rows of 5).**
APPLICANT(S):	**Mr & Mrs David Raven**
GRID REF:	**OS 329861, 256558**
APPLICATION TYPE:	**Full Householder**
WEBSITE LINK:	http://www.herefordshire.gov.uk/searchplanningapplications

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

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We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 231050.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **11/05/2023** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

TECHNICAL SUPPORT OFFICER

All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

Kington Town Council Meeting Schedule 2023-4

MONDAYS

	Full Council	F & GP	Planning	Services	Environment	Personnel	Scrutiny	Recreation Ground Trust	Recreation Ground Mgmt Group
						As required			
May 2023	15								
June	5	5	19		19		19	5	
July	3	17	17	17					3
August	7		21		21			7	
September	4		18	18					4
October	2	16	16		16			2	
November	6		20	20					6
December	4	18	18		18			4	
Jan 2024	8		15	15				8	
February	5		19		19				5
March	4 + 25		18	18				4	
April	8	22	22		22				8

Additional meetings of committees may be arranged as required
All meetings to take place at the Old Police Station, unless indicated otherwise
For details of times of meetings, please check the website: www.kingtontowncouncil.gov.uk