



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



Kington Town Council

to be held on **Monday 2nd March 2020 at 7.00 pm**

Join Zoom Meeting

<https://us04web.zoom.us/j/75743884390?pwd=MUVDU3dLM1RUU2hNcDhaSIBDaEVSQT09>

Meeting ID: 757 4388 4390

Password: 003456

for the purpose of transacting the following business.

Agenda

1. To receive apologies for absence, declarations of interest and requests for dispensation
2. Minutes: To confirm the Minutes of the meeting held on 2nd March 2020
3. Financial Matters
 - a) To ratify payments on 30th March 2020 per the attached schedule
 - b) To approve payments as per the attached schedule
4. To agree Virtual Meetings Policy, as attached
5. To consider the following planning application:

Ref: [201063](#)

Site: Former St. John Building, Common Close, Kington

Dev: Demolition of former building and creation of off street car parking

6. To agree to dispense with Annual Town Council Meeting for 2020
7. To cancel Annual Town Meeting for 2020
8. To agree further meeting dates/times

Liz Kelso PSLCC
Clerk, Kington Town Council
Email: lk@kingtontowncouncil.gov.uk Tel: 01544 239 098
29.4.2020

Members of the public are welcome to join meetings of Kington Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information about meetings of the town council, please contact the Clerk at the address below.

Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP
Tel: 01544 239 098 www.kingtontowncouncil.gov.uk



**Minutes of the Town Council Meeting held on
Monday 2nd March 2020**

At The Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. R. Widdowson (in the Chair)
Cllr. E. Banks
Cllr. R. Banks
Cllr. T. Bennett
Cllr. J. Cooke
Cllr. J. Dennis
Cllr. M. Fitton
Cllr. R. Griffiths
Cllr. F. Hawkins
Cllr. R. MacCurrach
Cllr. E. Rolls
Cllr. I. Spencer

IN ATTENDANCE

Liz Kelso – Clerk
Merrie Kent – Green Spaces Administrator

1 members of the public
Cllr. T. James, Ward Councillor Herefordshire Council
1 member of the press

Agenda

- | Item | Minute | |
|------|--------|--|
| 1 | 032-20 | Apologies, declarations of interest and requests for dispensation.
Apologies were noted from Cllrs. T. Bounds and P. Edwards. There were no declarations of interest and no requests for dispensation |
| 2 | 033-20 | Minutes of the meeting held on 3rd February 2020
It was agreed that the minutes of the meeting held on 3 rd February 2020 be approved and that the Chairman be authorised to sign the minutes as a true record of proceedings at that meeting. |
| 3 | 034-20 | Town Councillor Vacancy
The Clerk reported that there had been no request for an election to fill the vacancy created when Cllr. Prior left the Town Council so the Council is now free to co-opt a candidate. There were no candidates present at the meeting. |

- 4 **035-20 Public Participation**
- a **Police report**
There was not report from the police.
- b **Ward Councillors Report**
Members noted the verbal report from Cllr. James, including:
- Herefordshire Council has resolved to increase Council Tax by 3.9% for the forthcoming year
 - A report on the impact of flooding in Herefordshire
 - The drawing up of a phosphate alleviation scheme for the River Lugg and surrounding areas
 - A report on the possible future of the Toll House
- c **Matters raised by members of the public in attendance**
During the period for members of the public to raise matters of interest, questions were noted from the member of the public in attendance relating to the Neighbourhood Plan.
- 5 **036-20 Mayor's Report**
The report from the Mayor on attendance at meetings and civic events was noted. In addition, Cllr. Widdowson reported on the reported on a Tri Towns meeting he had attended when a co-ordinated approach to walking groups was discussed. Members also noted the forthcoming meeting of the Market Towns Forum and Herefordshire Council's civic service being held in Kington on 29th March. On 31st March some Herefordshire Council cabinet members will meet with cabinet members from Powys in Kington. Finally it was noted that the Chamber of Trade are organising a street party in the Market Hall and possible parade for VE Day with a church service planned for the following Sunday.
- 6 **037-20 Clerk's Report**
The Clerk's report as attached to these Minutes, was noted.
- 7 **038-20 Financial Matters**
- a **Payments**
Payments as per the attached schedule totalling £2,321.69 (including VAT) were agreed.
- b **Grants**
Noting that grant applications have exceeded available funds by some considerable amount this financial year, it was agreed to accept the recommendation of the grant panel to award grants as per the attached schedule with some payments deferred to the next financial year to ensure that community groups receive at or close to the amounts they have requested.

- 8 **039-20 Staff Training**
A request for staff training on website accessibility at a cost of £120.00 (+ VAT) was approved.
- 9 **040-20 Community Asset Transfers**
Members noted a report from the Mayor on an informal meeting held with Herefordshire Council's cabinet member for Commissioning, Procurement and Assets Cllr. Gemma Davies. The meeting was a positive one indicating that the current administration recognises the social benefit of assets.

The meeting also included discussions on the transfer of Crooked Well and a request that the transfer documentation be revised to reflect the current agreement with regard to the land to be transferred.
- 10 **041-20 Lengthsman Scheme**
The Clerk presented a report on the current opportunity to re-join the lengthsman scheme highlighting the potential benefit to the footpath scheme in doing so. It was agreed to authorise the Clerk to enter into discussions with Balfour Beatty on a no obligation basis.
- 11 **042-20 Committee membership**
It was agreed that Cllr. Ian Spencer be appointed to the Planning Committee and Environment Committee for the remainder of this Council year until May, when Committee memberships are re-confirmed.
- 12 **043-20 Reports from Councillors**
 - Cllr. Rolls reported on a meeting of the Lady Hawkins Foundation that she had recently attended.
 - Cllr. Cooke reported on a recent meeting of KLEEN and an agreement with Herefordshire Council to allocate a space within a car park which might be used for an electric vehicle charging point
 - Cllr. Dennis reported on a meeting of Zero Carbon Kington
 - Cllr. Hawkins reported on a meeting of HAND
- 13 **044-20 Reports from Committees**
Members noted that a recent meeting of the Services Committee had been cancelled due to flooding and a meeting of the Planning Committee had been postponed for the same reason. The rescheduled Planning Committee had been inquorate. Members were reminded of the need to tender apologies if unable to attend Committees in the same way as for Full Council.
- 14 **045-20 Next meeting**
The next meeting will take place on Monday 6th April at 7.00pm in the Old Police Station, Market Hall Street, Kington. There were no items requested for the next agenda.

15 046-20 Exclusion of the Public

It was agreed that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

16 047-20 Tenancy Arrangements – Old Police Station

Members noted a report from the Mayor and Clerk on the Town Council's tenancy of office 1 in the Old Police Station and resolved to enter into a tenancy at will on the terms and conditions contained within the draft agreement. It was confirmed that the rental is in accordance with the budget provision.

Possible future use of the Old Police Station as a Community Hub and development of use of the Market Hall was also noted and it was agreed that further discussions be held with Herefordshire Council on this.

There being no further business, the meeting was declared closed.

Chairman: 6.4.2020

Appendix 1
Mayor's engagements

February 2020

13th February - Meeting called by KCoT to discuss VE Day plans.

16th February - Kington Tourist Group Annual Lunch

25th February - Tri-Towns meeting Knighton.

March 2020

6th March - Market Towns Forum

20th March - New High Sheriff ceremony

21st March - Installation of the new Bishop of Hereford.

24th March - Tri-towns meeting Presteigne.

29th March - Herefordshire Council Civic Service to be held in Kington

31st March - SSAFA AGM

25 February 2020

Appendix 2 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.

1. Heartstart Course

A reminder that the Heartstart Course arranged in conjunction with Border Care will take place in the Old Police Station on Thursday 5th March at 7.00pm. The course is free of charge but donations are welcome. If you would like to attend, please see the poster on notice boards and book directly with Herefordshire Heartstart.

2. Sandbags

It was agreed at the last meeting that an item on the provision of sandbags would be included in this meeting. This will now be referred to the Environment Committee later this month.

3. County Plan

Herefordshire Council has now published the County Plan which outlines the ambitions of the county over the next four years and was formed from responses to the parish council summit in September last year plus further stakeholder consultation. The priorities as outlined in the plan cover the follow areas:

ENVIRONMENT - Protect and enhance our environment and keep Herefordshire a great place to live

COMMUNITY - Strengthen communities to ensure that everyone lives well and safely together

ECONOMY- Support an economy which builds on the county's strengths and resources

A copy of the plan has been sent to members and if there are any aspects that members would like to address further, please let the clerk know.

The next Parish Council summit will take place in April.

FOR INFORMATION[illegible]

Appendix 4
Grant Panel Recommendations

Applicant	Activity	Amount Awarded	Notes
Kieran Joyce Memorial Fund	To support fundraising activity	£100.00	2019-20 budget
Kington Cricket Club	Purchase of new nets	£450.00	2019-20 budget
Kington Summer Food Festival	Children's activities	£0	
Kington Festival Association	Purchase of new bunting	£500.00	2019-20 budget
Kington and District Museum	Purchase of conservation equipment and materials	£500.00	2020-2021 budget
Kington Walks	To support footpath maintenance	£500.00	2020-2021 budget
Kington Vintage	Children's activities	£0	
Kington Tourist Group	Website upgrade	£200.00	2019-20 budget
Cruse Bereavement Support	Room hire and training for volunteers	£0	

Summary

Total funds available 2019-2020	£5,000.00
Less: paid to date	£3,753.00
Recommendation as above:	£1,250.00
Total spend:	£5,003.00
 Total funds available 2020-2021	 £5,000.00
Recommendation as above	£1,000.00
Remaining for 2020-2021	£4,000.00

Kington Town Council
Officer decision dated 30th March 2020
Schedule of approved payments

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
171	British Telecom	DD - 12/3/20	Telephone & broadband		£ 302.21	£ 60.44	£ 362.65
172	Countrywide	BACS	Rec Grant - Grass cutting - Feb. & March		£ 295.00	£ 59.00	£ 354.00
173	KBS	BACS	Rec. Grant - consumables plus repairs		£ 187.55	£ 37.55	£ 225.10
174	Kington Cricket Club	BACS	Grant	FC038-20(b)	£ 450.00		£ 450.00
175	Kington Chamber of Trade	BACS	Grant	FC038-20(b)	£ 500.00		£ 500.00
176	Kington Tourist Group	BACS	Grant	FC038-20(b)	£ 200.00		£ 200.00
177	Kieran Joyce Memorial Fund	BACS	Grant	FC038-20(b)	£ 100.00		£ 100.00
178	T. J. Protheroe	BACS	Rec. Grant - Repairs & Maintenance		£ 50.00		£ 50.00
179	Lloyds Bank	DD - 16/3/20	Office expenses		£ 405.28		£ 405.28
180	Amazon EU	BACS	Office expenses - stationery		£ 23.17	£ 4.63	£ 27.80
181	Amazon EU	BACS	Office expenses - equipment		£ 54.15	£ 10.83	£ 64.98
182	N. D. Weaver	BACS	Christmas lights installation	FC134-19(b)	£ 3,220.00		£ 3,220.00
183	Herefordshire Council	BACS	Office rental 1/10/18 - 31/3/2020		£ 3,420.00		£ 3,420.00
184	HMRC	BACS	Salaries - March (paid April)		£ 902.40		£ 902.40
185	HMRC Cumbernauld	BACS	Rec Grant - Salaries - March (paid April)		£ 40.20		£ 40.20
186	SLCC Enterprises Ltd	BACS	Office Admin - Training costs	FC139-20	£ 100.00	£ 24.00	£ 124.00
			Total payments this month excluding salaries		£ 9,207.36	£ 172.45	£ 9,379.81

FOR INFORMATION

Total of payments made through grants received:			
Total of payments made as a grant			
Recreation Ground Trust	£ 572.75	£ 96.55	£ 669.30
Kington Town Council Grant Scheme	£ 1,250.00		£ 1,250.00

Kington Town Council
Schedule of payments to be approved 4th May 2020

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
1	HMRC (KTC)	BACS	Salaries (paid April)		£ 902.40		£ 902.40
2	HMRC (KRG)	BACS	Rec. Grant - Salaries (paid April)		£ 40.20		£ 40.20
3	Lloyds Bank	DD	Credit card expenses - office costs (April 20)		£ 129.65	£ 25.34	£ 154.99
4	Kington Museum	BACS	Grant	FC-038(b)-20	£ 500.00		£ 500.00
5	Kington Walks	BACS	Grant	FC-038(b)-20	£ 500.00		£ 500.00
6	Amazon EU	BACS	Office admin - stationery		£ 16.79	£ 3.38	£ 20.17
7	Amazon EU	BACS	Office admin - stationery		£ 11.87	£ 2.38	£ 14.25
8	KBS	BACS	Rec. Grant - PPE & consumables		£ 128.84	£ 25.77	£ 154.61
9	Herefordshire Council	BACS	Office rent	FC208-18	£ 190.00		£ 190.00
10	E. Kelso	BACS	Office sundries		£ 54.72	£ 9.95	£ 64.67
11	HMRC	BACS	Salaries (due May)		£ 808.04		£ 808.04
12	HMRC (KRG)	BACS	Salaries (due May)		£ 40.20		£ 40.20
13	PEAC	DD - 8.5.2020	Photocopier lease payment		£ 163.40	£ 32.68	£ 196.08
14	A. Vickerstaff	BACS	Kington Chronicle	FC009-20	£ 250.00		£ 250.00
15	BOSS	BACS	Office Admin - Copying		£ 319.08	£ 62.81	£ 381.89
			Total payments this month excluding salaries		£ 4,055.19	£ 99.50	£ 4,154.69

FOR INFORMATION

Total of payments made through grants received:			
Total of payments made as a grant			
Recreation Ground Trust		£ 169.04	£ 25.77
Kington Town Council Grant Scheme		£ 1,000.00	£ 1,000.00



KINGTON TOWN COUNCIL

Virtual Meeting Policy

April 2020

1. Introduction

Kington Town Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist the Mayor, Committee Chairmen, councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' and that are currently enacted for meeting on and up to 7 May 2021.

2. Publishing the agenda and providing documents

Councillors will to be summonsed as per regulation with the agenda and documents being placed on the Council's website and emailed individually to Councillors. No agendas will be published on physical noticeboards. In cases that documents originate from a third party electronic links will be provided where available.

3. Virtual Meeting 'platform'

The Town Council will utilise Zoom to provide video communications wherever possible. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish via the summons:

- The zoom meeting link
- Meeting ID
- Meeting passcode

4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

5. Specific Virtual Meeting Arrangements

a. Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting.

b. Voting

All voting will be undertaken by a show of hands.

c. Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

d. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to rejoin for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to advise of the suspension.

e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

6. Virtual Meeting Etiquette

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

7. Declaration of Interests

A councillor that has declared an interest that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting

8. Public Participation

The Clerk will read any presubmitted addresses from the press and public.

9. Confidential Matters

Confidential matters will be dealt with through a separate Zoom meeting that is available to members only. On conclusion of the non confidential matters on an agenda the meeting will be suspended for members to rejoin using the confidential zoom meeting link that will have been provided to members only.

10. Recording

Zoom meetings may be recorded at the discretion of the Chairman and Clerk for the purposes of facilitating drafting of the Minutes and will be deleted as soon as those Minutes have been drafted.

11. Information

The chat view box on the Zoom meeting will be disabled however it will provide additional information to attendees depending on the specific meeting.

Policy adopted 2020

For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

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