



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



Kington Town Council

to be held on **Monday 1st June 2020 at 7.00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/71689217075?pwd=bmFsY3kvYlFOOHNQNEJlVQmNCc0ovUT09>

Meeting ID: 716 8921 7075

Password: 002646

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 4th May 2020
3. Public Participation:
 - a) Matters raised by members of the public in attendance
 - b) Ward Councillor report
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To approve payments as per the attached schedule
 - b) To confirm schedule of payments made by direct debit
7. Planning Matters:
To consider the following planning application(s):

Ref: [201251](#)

Site: Ridgebourne House, Ridgebourne Road, Kington

Dev: Variation of condition 2 of permission [192489](#) – amendments to include infilling of small service yard to provide boot room and plant room area

Ref: [201270](#)

Site: Ridgebourne House, Ridgebourne Road, Kington

Dev: Variation of condition 2 of permission [192489](#) – amendments to include infilling of small service yard to provide boot room and plant room area (Listed Building Consent)

8. Report from Kington in Bloom working party
9. Date and time of next meeting and items for the agenda

Liz Kelso PSLCC

Clerk, Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk, Tel: 01544 239 098 or 07483 914 485

27.5.2020

Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

Tel: 01544 239 098 www.kingtontowncouncil.gov.uk

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.

SUPPLEMENTARY INFORMATION

To join the meeting, click on the link at the top of the agenda (or simply type zoom video conferencing into your browser) and when prompted to "join a meeting" type in the meeting ID followed by the password as shown on the agenda. Please include your name when prompted. You will be held in a waiting room until the meeting commences.

If you wish to dial into the meeting using a landline, please phone one of the following numbers:

203 481 5240
131 460 1196
203 051 2874

When promoted, use the keypad to tap in the meeting ID as shown above.

Kington Town Council

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



Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP
Telephone 01544 239098 email: clerk@kingtontowncouncil.gov.uk



Minutes of the Town Council Meeting held on Monday 4th May 2020

MEMBERS PRESENT

Cllr. R. Widdowson (in the Chair)
Cllr. E. Banks
Cllr. R. Banks
Cllr. J. Cooke
Cllr. J. Dennis
Cllr. P. Edwards
Cllr. M. Fitton
Cllr. R. Griffiths
Cllr. R. MacCurrach
Cllr. E. Rolls
Cllr. I. Spencer

IN ATTENDANCE

Liz Kelso – Clerk
Merrie Kent – Green Spaces Administrator

Agenda

Item Minute

- 1 048-20 **Apologies, declarations of interest and requests for dispensation.**
There were no apologies, declarations of interest or requests for dispensation.
- 2 049-20 **Minutes of the meeting held on 2nd March 2020**
It was agreed that the minutes of the meeting held on 3rd February 2020 be approved.
- 3 050-20 **Financial Matters**
 - a **Payments made 30.3.2020**
Noting that the meeting scheduled for 30th March 2020 could not take place due to the Coronavirus lockdown restrictions, it was agreed to ratify payments made on 30th March 2020 as per the attached schedule.
 - b **Payment now due**
Payments per the attached schedule for May 2020 were approved for payment.

4 051-20 Virtual meeting policy

The Virtual Meeting Policy as previously circulated was approved.

5 052-20 Planning Matters

Planning application ref. 201063 was considered. Members expressed concern that it was not clear whether the additional parking spaces being created were for public or private use and therefore questioned whether this would have a positive or negative impact on parking locally. Concern was also expressed that the plans imply the removal of a ramped access to the St. John Building from the rear of the building which might impact on access for those with mobility difficulties and/or wheelchair users and might suggest the removal of an emergency access to the building. The Clerk was authorised to respond accordingly to Herefordshire Council.

6 053-20 Annual Town Council Meeting 2020

In view of the current Coronavirus Lockdown Regulations, it was agreed to postpone the Annual Town Council Meeting this year in accordance with the provisions contained within The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The current Mayor, Cllr. R. Widdowson and Deputies, Cllr. E. Banks and Cllr. M. Fitton expressed a willingness to remain in post until the next Annual Town Council Meeting is convened.

7 054-20 Annual Town Meeting 2020

In view of the current restrictions on public gatherings as a result of the Coronavirus pandemic, it was agreed to cancel the Annual Town Meeting originally scheduled for May 5th. It was further agreed to convene a Town Meeting at a later date once restrictions have been lifted.

8 055-20 Future Meetings

It was agreed:

- That the Town Council would meet remotely on the first Monday of each month until such time as restrictions on gatherings are lifted by the Government to consider items requiring decisions by the Town Council or matters raised for urgent consideration only.
- Committee meetings will only take place if required
- The agenda for the Town Council and Committee meetings (if any) plus supporting papers will continue to be available via the website for members of the public and will include login details for meetings, enabling members of the public to have access to the meetings, as usual
- Notice boards will only be used for the publication of materials including agendas if it is considered safe to do so under Government guidance.

The next meeting of the Town Council will take place on Monday 1st June at 7.30pm.

There being no further business, the meeting was declared closed at 7.41pm.

Chairman: 1.6.2020

DRAFT

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	£ 194.81
Kington Town Council Grant Scheme	£ 1,000.00		£ 1,000.00

KINGTON TOWN COUNCIL
Full Council meeting – 1st June 2020
Mayor's Report

Mayor's Report 1st June 2020

1. During the period of the lockdown I have been hosting the Community Contact Line on which people can leave request for information and/ or support.
The support network organised by Anna Weston and Dawn Stradling has been supporting almost 70 self isolating households through a network of volunteers. It has also linked with the Herefordshire Council's Talk Community service.
2. The new High Sheriff of Herefordshire is Patricia Thomas. I held a conversation with her on May 19th. Her theme for the year is preparing young people for work.
3. In late April I held a telephone discussion with Cllr Harrington, Cabinet member for Infrastructure and Transport, about Kington being included in transport plans being developed for each of the Market towns.
4. As the lockdown is beginning to ease we will need to gather information about its impact on the town, particularly local businesses.

Kington Town Council
Meeting to be held on Monday 1st June 2020
Agenda item 5: 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. Annual Accounts

Every year Local Authority external auditors are required to conduct an audit of town and parish councils where the turnover is £25,000 or more. For local councils with receipts or payments not exceeding £250,000 this is known as a "light touch" audit. Each year external auditors are required to randomly select 5% of their total number of audit for an intermediate review which looks in more depth at the Annual Governance and Accounting Return and for year ended 31st March 2020 Kington Town Council has been selected for this intermediate review. This involves submitting more documents and evidence to support the assertions and figures contained within the Annual Return so does involve some more work on the part of the Clerk/RFO but is not something to be concerned about.

As a result of the Coronavirus Pandemic, the timetable for the completion of annual accounts has been amended this year by the Government with the dates by which various stages of the process must be completed having been extended. The Clerk has been working with the internal auditor and the company providing the accounting software to complete the accounts, submit paperwork for internal audit in a manner which is consistent with lockdown and social distancing, and to complete the end of year actions required before the current year's accounts can be opened. Although this is not yet complete, final accounts and the Annual Governance and Accounting Return will be presented to the July meeting for consideration and approval, subject to the return of all documentation from the internal auditor. External auditors have requested submission of all documentation by 31st July although the statutory deadline is now 30th September. Subject to all stages being complete, and subject to government guidance with regard to social distancing, the Clerk is proposing that the period for the exercise of electors rights (when members of the public can view the accounts and supporting papers) starts on August 31st. It is not yet clear how this can take place within current social distancing rules so is subject to confirmation.

Finally since lockdown commenced, the PAYE annual return and VAT reclaim for the year ended 31.3.2020 have been submitted to HMRC and with regard to the latter, the sum of £7,143.78 has been reclaimed but not yet received from HMRC.

2. Meetings

As at the time of writing, although some of the lockdown measures have been relaxed, there seems to be no hurry on the part of the government to relax the rules with regard to gatherings (social or otherwise!). As the new regulations with regard to local authority meetings enable remote meetings for a period up to May 2021, it is unlikely that this will change for the immediate future but will be kept under review at all times. The Clerk has now purchased a licence to use Zoom beyond the initial 40 minutes and this licence can be

used for multiple meetings at any time although requires the Clerk to “host” the meeting in order to set it up. It can therefore be used for meetings other than full council, if required, subject to the usual requirements in accordance with our Standing Orders with regard to decision making.

3. **Recreation Ground**

Throughout the lockdown our grounds staff have continued to work in the Recreation Ground and more recently in helping with the Kington in Bloom effort. In accordance with Government advice, the children’s play area remains closed, as does the toilet block. The Green Spaces Administrator has updated the risk assessment with regard to both areas in the light of Government advice on public spaces and has concluded that as the safety of the public cannot be guaranteed at the moment so under the current guidelines, these areas will remain closed.

4. **Markets**

Government guidelines now indicate that subject to being able to meet certain conditions with regard to the maintenance of social distancing, open air markets can recommence in June. Our markets group has indicated that it is reviewing the situation and may reopen in a limited form during June.

5. **Town Council Offices**

Similarly Government guidelines with regard to adjustments required for staff to return to work have been reviewed with regard to the Town Council office accommodation. The building is owned by Herefordshire Council and currently remains closed although access is available if required. Whilst the main office used by the Town Council can be cleaned by staff, the common areas cannot be guaranteed to be safe for staff or visitors and accordingly staff remain working from home for now but can now travel to the office if required to do so. Telephone messages are being collected on a daily basis.

Kington Town Council
Schedule of payments to be approved 1st June 2020

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments for information - Direct Debits							
18	Npower	DD - pd 5.5.20	Rec. Grant - Utilities		£ 94.95	£ 4.74	£ 99.69
19	Lloyds Bank Ltd.	DD - 18.5.20	Admin - Office costs		£ 25.81	£ 4.57	£ 30.38
Payments for authorisation at meeting							
20	Anthony Collins Solicitors	BACS	Asset Transfer advice legal fees		£ 150.00	£ 30.00	£ 180.00
21	Countrywide	BACS	Rec. Grant - Grass cutting		£ 147.50	£ 29.50	£ 177.00
22	Herefordshire Council	BACS	Election costs		£ 137.87		£ 137.87
23	Herefordshire Council	BACS	Admin - Office Rental (June)		£ 190.00		£ 190.00
24	Herefordshire Council	BACS	Admin - Office Rental (April)		£ 190.00		£ 190.00
25	Amazon EU	BACS	Admin - Stationery		£ 23.32	£ 4.66	£ 27.98
26	Vision ICT	BACS	Admin - Website accessibility statement		£ 85.00	£ 17.00	£ 102.00
27	KBS	BACS	Rec. Grant - Consumables		£ 22.96	£ 4.59	£ 27.55
28	HWS Pest Control	BACS	Rec. Grant - Treatment of Moles		£ 120.00		£ 120.00
29	HMRC	BACS	Salaries		£ 808.24		£ 808.24
30	HMRC	BACS	Rec. Grant - Salaries		£ 40.40		£ 40.40
							£ -
			Total payments this month excluding salaries		£ 2,036.05	£ 95.06	£ 2,131.11

FOR INFORMATION

Total of payments made through grants received:				
Total of payments made as a grant				
Recreation Ground Trust	£ 425.81	£ 34.09	£ 459.90	£ -

5

[illegible]