



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 via video-conferencing on Monday 3rd August 2020 at 7.00pm

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)
(England) Regulations 2020

MEMBERS PRESENT

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

IN ATTENDANCE

Liz Kelso – Clerk
Merrie Kent – Green Spaces Administrator

3 members of the public

Agenda

Item	Minute
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| 1 | 078-20 | Apologies, declarations of interest and requests for dispensation.
There were no apologies, declarations of interest and no requests for dispensation.
Apologies were noted from Ward Councillor Terry James. |
| 2 | 079-20 | Minutes of meetings |
| | a) | Meeting held 6th July 2020
The Minutes of the meeting held on 6 th July 2020, which had been previously circulated, were approved and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting. |

b) **Meeting held 20th July 2020**

The Minutes of the meeting held on 20th July 2020, which had been previously circulated, were approved and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

3 080-20 **Public Participation**

a) **Matters raised by members of the public in attendance**

Members noted the following statement from the Chamber of Trade: Kington Chamber of Trade would like to make a Statement to clarify its position regarding Kington High Street Closure under the terms of the Governments Emergency Active Travel Measures. Due to the restricted time for comments to be sent to BBLP and there being no formal consultation through HC, at the time of KTCs Extra Ordinary Town Council Meeting on July 20th 2020, KCT had canvassed its members on their support for or against timed closure of the High Street as reported. Should there have been a formal consultation process or a request from HC or KTC for suggestions of alternatives for traffic calming, pedestrian safety or social distancing protocols – then this would have been pursued with our members and a comment prepared in the time for that meeting.

b) **Ward Councillor Report**

Ward Councillor Terry James was not in attendance at the meeting.

4 081-20 **Update on proposals by Herefordshire Council for the High Street**

It was noted that as authorised at the meeting held on 20th July, a further meeting has been requested with Cllr. Harrington but there has been no response to date. Herefordshire Council will be debating the Emergency Travel measures for all the Market Towns and Hereford City at a meeting to be held on Tuesday 4th August.

5. 082-20 **Mayors Report**

Members noted the report from the Mayor, including:

- A proposal to re-start the Market Towns Forum which has not met for some time. A provisional date of 20th August has been indicated
- Although planned events to mark VJ Day had been cancelled, there will be a short ceremony at 10.45am on Saturday 15th August at the War Memorial, followed by a 2 minute silence. This will be followed by a service from St. Marys Church on the following Sunday 16th August which will be live streamed to You Tube.
- A resident who is sight impaired has reported particular difficulties navigating the High Street in particular where the pavement is blocked and has reported abusive behaviour by decorators on one occasion.

Following a query raised, it was noted that the Library is not yet open but it is hoped that it will be able to open shortly. Procedures would need to be put in place for printed material to be quarantined for a period after return under Coronavirus guidelines.

- 6 083-20 **Clerk's Report**
The Clerk's report, as attached to these Minutes, was noted.
- 7 084-20 **Financial Matters**
a) **Grant to Kington Tourist Group**
The grant to Kington Tourist Group of £2,500.00 was agreed.
- b) **Payments**
The schedule of payments as attached to these Minutes were authorised for payment.
- 8 085-20 **Impact of Coronavirus on Kington**
Members noted the report from the Parish Council summit on the impact on residents within Herefordshire during the lockdown period and the expectation that there may be increased infection rates in the coming months. The Clerk explained how mobile testing units can be rapidly moved to a location where there are increased reports of those experiencing symptoms by Public Health England. The advice received is that although Herefordshire has had a relatively low rate of infection overall, recent events suggest that this might change without warning.
- Within the business community, changed shopping habits are having an impact on traders who are also experiencing difficulties with deliveries and, sometimes, on credit arrangements.
- It was agreed that it was important that an awareness of the impact of the new situation was essential to enable the Town Council to be able to respond if required in the future. A comparison with other Market Towns would be useful and will be raised at the forthcoming Market Towns Meeting.
- 9 086-20 **Hereford and Worcester Fire and Rescue Community Risk Management Plan 2021-2025**
Members noted the Plan and agreed that the Mayor be authorised to respond on behalf of the Town Council.
- 10 087-20 **Herefordshire Council's Affordable Housing Supplementary Planning Document**
It was agreed that there were no comments to make on this document.
- 11 088-20 **Update on electric charging points**
Members noted an update on this project from Cllr. Cooke regarding potential locations for electric charging points. A further report will be made at a later date when more information is available.
- 12 089-20 **Christmas Lights**
After a brief discussion, it was agreed to accept the quotation from the previous installer for the installation of the existing lights at a cost of £3,220.00, installation

date to be agreed but provisionally at the end of November. It was further agreed not to purchase any new lights this year but any remaining budget be carried over to the next year so that a more substantial new purchase can be budgeted for next year. It was further noted that some of the old lights could not be installed last year because the fixtures were not up to the current standard. A quotation to repair these will be obtained from the installer for consideration.

13 090-20 Removal of Trees on Council owned land adjacent to Crooked Well

Members noted that as the opportunity has arisen to use part of the existing budget under the Tarmac Landfill Communities Fund for further work on the approach to Crooked Well although the budget must be spent by the end of August so that a final claim can be submitted within the revised deadline of mid September. Accordingly, a specification has been drawn up which has been sent to six contractors of whom, two have responded.

After some discussion, it was agreed to accept the quotation from the contractor who is also able to offer stump grinding at a cost of £820.00 (excl. VAT) for the tree removal at £300.00 (excl. VAT) for stump grinding. It was further agreed that consideration be given to the grinding of other stumps on the site by this contractor. After agreeing the quotation, the contractor was confirmed as Adrian Hope Tree Services.

Finally it was noted that once the landscaping has been completed, the proposed memorial tree can be actioned.

14 091-20 Market Towns Economic Investment Plans

The Mayor explained that Herefordshire Council are proposing working with the Market Towns to align Herefordshire Council's Capital Programme with the needs and wishes of the Market Towns. It was stressed that this isn't new money being offered. It was agreed to authorise the Mayor, Deputy Mayors and Town Clerk to meet with Herefordshire Council to ascertain what the process is likely to be, who should be consulted and the timescales for doing so with a view to reporting back to the next meeting.

15 092-20 Reports from Committees

Reports from the Planning Committee meeting held on 20th July was noted and it was agreed that the next meeting of the Planning Committee, scheduled for August 17th, would include a presentation from developers on their plans for a development on Waterloo Road.

A report from the Finance and General Purposes Committee held on 27th July was also noted, the next meeting date to be confirmed in early October, after the end of the next quarter.

16 093-20 Next Meeting

The next meeting will take place on Monday 7th September at 7.00pm There were no items raised for the next agenda.

Chairman: 7.9.2020

Appendix 1
Meeting held on Monday 3rd August 2020
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. Meetings

As noted at the last meeting, government guidance on the holding of meetings by local authorities continues to be amended but at the present time the advice is that meetings should take place remotely unless there are no alternatives to do otherwise. The requirement for 1m+ social distancing is still applicable (2m being the optimum) which, as noted previously, means our usual meeting room cannot be used for full council meetings.

2. Recreation Ground

As a public open space, the Recreation Ground is subject to a number of government guidelines on the management of public spaces during the pandemic and Recreation Ground staff and our Green Spaces Administrator continue to monitor requirements and to comply therewith.

Since the last meeting a rather unfortunately worded item on social media advertised a picnic in the Recreation Ground followed by a litter pick which suggested to grounds staff that the Recreation Ground requires a litter pick when in fact they have worked particularly hard during periods of anti social behaviour to ensure the Recreation Ground is kept clear of litter and is maintained in a manner that is safe for all to use. We know this is not what was intended but perhaps highlights how social media can be both useful and damaging. An apology was offered and accepted by ground staff. However, the incident did highlight the importance of groups notifying the Green Spaces Administrator of any group use of the area if only so that we can ensure everyone is aware that in these difficult times, some changes have to be made to accommodate social distancing and the need to maintain a covid safe environment.

3. Town Council Offices

As noted at the last meeting, the Town Council office accommodation is owned by Herefordshire Council and to date their risk assessment for the safe use of that building has not yet been shared with occupants. There is no indication of enhanced cleaning of the common areas, no signs regarding social distancing and no sanitiser provided for the common areas. Our risk assessment for staff and town council visitors continues to reflect that whilst the main office used by the Town Council can and has been cleaned by town council staff, without the risk assessment by the landlords the building cannot be guaranteed to be safe for staff or visitors. Accordingly the Town Council offices remain

closed to casual visitors although procedures are in place for appointments to be made if required and staff are in attendance, separately, at least twice per week.

4. Parish Council Summit

Herefordshire Council held a parish council summit on Thursday 23rd July via zoom which was attended by over 100 parish and town councillors and clerks. The focus was on how parishes have coped during the pandemic, the successes and difficulties encountered. Slides from the presentations will be available shortly, but one of the common comments on the difficulties – aside from the mixed messages from the Government – was access to the internet and IT skills necessary for the very vulnerable and those shielding, particularly in very rural areas. Most parishes reported that the voluntary groups set up to help had indicated a willingness to continue to do so and most reported that demand for their help had dropped as people became accustomed to lockdown and developed their own support mechanisms.

The meeting concluded with a presentation from the Director of Public Health for Herefordshire which included how local spikes in infection would be dealt with which included moving mobile testing units into areas to contain infection. The expectation of a second wave was strongly expressed as was the need to maintain social distancing in particular for some considerable time to come.

5. Data Protection

To confirm that the Town Council's registration with the Information Commissioners Office has been renewed for a further year at a cost of £40.00.

Kington Town Council
Schedule of payments to be approved 3rd August 2020

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments for information - Direct Debits							
43	Lloyds Bank	DD - 16.7.2020	Credit card charges - office expenses	FC052-20(b)	£ 20.88		£ -
44	PEAC Finance	DD - 8.8.2020	Photocopier Finance Charge	FC052-20(b)	£ 163.40	£ 32.68	£ 20.88
55	Npower	DD - 27.7.2020	Rec. Grant - Electricity supply		£ 81.37	£ 4.07	£ 196.08
Payments for authorisation at meeting							
45	HMRC	BACS	Salaries - KTC		£ 760.84		£ 760.84
46	HMRC	BACS	Rec. Grant - Salaries		£ 40.40		£ 40.40
47	Countrywide	BACS	Rec. Grant - Grass Cutting		£ 147.50	£ 29.50	£ 177.00
48	Vision ICT Ltd.	BACS	Website & email hosting		£ 213.00	£ 42.60	£ 255.60
49	Herefordshire Council	BACS	Office Rental	FC208-18	£ 190.00		£ 190.00
50	KBS	BACS	Rec Grant - consumables		£ 144.48	£ 28.90	£ 173.38
51	Kington Tourist Group	BACS	Grant		£ 2,500.00		£ 2,500.00
52	J & P Turner	BACS	Kington in Bloom supplies	FC025-20	£ 325.83	£ 65.17	£ 391.00
53	KFS	BACS	Rec. Grant - replacement strimmer		£ 403.20	£ 80.64	£ 483.84
54	A. Vickerstaff	BACS	Mid Border News - newsletter costs	FC009-20	£ 250.00		£ 250.00
							£ -
							£ -
			Total payments this month excluding salaries		£ 5,240.90	£ 283.56	£ 5,524.46

FOR INFORMATION

Total of payments made through grants received:							
Total of payments made as a grant							
Recreation Ground Trust					£ 816.95	£ 143.11	£ 960.06
Kington Tourism Group					£ 2,500.00		£ 2,500.00