



# Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP  
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## Minutes of the Town Council Meeting held via video-conferencing on Monday 11<sup>th</sup> January 2021 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. T. Bennett  
Cllr. J. Cooke  
Cllr. J. Dennis  
Cllr. P. Edwards  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. F. Hawkins  
Cllr. R. MacCurrach  
Cllr. D. Redmayne  
Cllr. E. Rolls  
Cllr. I. Spencer

### IN ATTENDANCE

Liz Kelso – Clerk  
3 members of the public  
2 members of the press

### Agenda

Item	Minute
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- |   |        |   |
|---|--------|---|
| 1 | 001-21 | <b>Apologies, declarations of interest and requests for dispensation.</b><br>Apologies were noted from Cllr. T. Bounds and Ward Councillor T. James.<br>Declarations of Interest (other) were noted from Cllrs. J. Cooke, J. Gardner and R. MacCurrach as members of KLEEN (agenda item 10) and Cllr. F. Hawkins as a member of the Chamber of Trade (agenda item 8(b)). There were no requests for dispensation. |
| 2 | 002-21 | <b>Minutes of meeting held on 2<sup>nd</sup> December 2020</b><br>The Minutes of the meeting held on 2 <sup>nd</sup> December 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      003-21      **Public Participation**
- a)      **Matters raised by members of the public in attendance**  
                During the period set aside for public participation a request was made for more colour in the Christmas lights display next year.
- b)      **Ward Councillor Report**  
                There was no Ward Councillor Report.
4.      004-21      **Mayors Report**  
                The Mayor reported that activities since the last meeting were to be noted in agenda item 8 relating to the impact of Covid 19 on the Town.
5.      005-21      **Clerk's Report**  
                The Clerk's report, as attached to these Minutes, was noted.
- 6      140-20      **Financial Matters**
- a)      **Payments**  
                The schedule of payments, totalling £7,963.73 as attached to these Minutes, were authorised for payment.
- b)      **Draft Budget - FY 2021-2022**  
                Noting that there have been no changes since the draft budget was first discussed at the last meeting, members noted that the budget has proved difficult this year as there are a number of unknowns as a result both of the impact of the pandemic and uncertainty of current projects to support the town. After due consideration, the budget, as attached to these Minutes, was agreed unanimously.
- c)      **Precept Request – Financial Year 2021-2022**  
                It was unanimously agreed to request a precept of £112,000 for financial year 2021-2022.
- d)      **Insurance**  
                It was agreed to renew the town council insurances at a cost of £3,774.54 on the same insured basis as the previous year.
- 7      007-21      **Market Towns Economic Investment Plans**  
                Members noted that Rose Regeneration are continuing their consultation with stakeholders. A number of projects and themes are being identified and consultations taking place through focus groups. There will be further updates by the consultants in due course.

**8      008-21      Impact of Coronavirus on Kington**

**To consider impact of the virus and identify proposals for the way forward for the benefit of the town**

a)

Members noted that the volunteer group has been reinstated for the current lockdown and the telephone support line has been reactivated for those requiring help with shopping etc. The number is being less used this time as many people now have established support in place. Similarly, the Talk Community support operated by Herefordshire Council is continuing to provide support to people.

Some concern was expressed about availability of fresh produce during the refurbishment of the Co-op, the impact of Brexit, health issues with staff off sick, especially if the weather deteriorates.

Concern was also expressed that some local residents were becoming complacent about the risks of Covid 19 as infection rates locally are lower than in some parts of Herefordshire. A perceived poor compliance with the requirement to wear masks in shops was also highlighted.

Considering the wider impact of the virus on the town and plans for recovery for businesses and other sectors post Covid were also considered and it was agreed that a virtual town meeting be held to start to review, date to be confirmed but likely to be 26<sup>th</sup> January.

b)      **Request for funding from Kington Chamber of Trade**

It was agreed that this be deferred to a special meeting on Tuesday 19<sup>th</sup> January 2021 at 7pm.

**9      009-21      Christmas Lights**

It was agreed to set up a Task and Finish Group to consider Christmas illumination for 2021, the group to consist if members of the Town Council, the Chamber of Trade and other interested parties. An initial meeting will be convened and will report back to the April meeting.

**10      010-21      Tavern Roundabout**

Members noted a proposal by KLEEN to change the planting on the Tavern Roundabout. The Town Council has a planting licence for that roundabout but it is unclear whether this was for a specific project or ongoing. Members expressed general approval of the proposals but the Clerk will investigate what is required and proposed and report back at a later meeting.

**11      011-21      Committees**

Members noted a report from the Planning Committee meeting held on 21<sup>st</sup> December.



**12      012-21      Date and item for next meeting and items for the agenda**

As agreed earlier, an additional meeting will be held on Tuesday 19<sup>th</sup> January to consider one agenda item relating to an application for funding from the Chamber of Trade. The next full council meeting will take place on Monday 1<sup>st</sup> February 2021 at 7.00pm. A request was made for subsidised bus services to be an agenda item and to request a report from local police.

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

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Chairman:    1.2.2021

**Appendix 1**  
**Meeting held on Monday 11<sup>th</sup> January 2021**  
**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. Town Council Offices**

The Town Council offices currently 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 once per week, although working predominantly from home in accordance with current guidelines/recommendations.

During a visit to the office over the Christmas break, the clerk noted and reported to the landlords, Herefordshire Council, that the training room/council meeting room roof is leaking and furniture and chairs have suffered superficial damage from water,

**3. Recreation Ground facilities**

Since the last meeting Herefordshire has been placed in different Tier levels and a full lockdown was announced with effect from 5<sup>th</sup> January. The Recreation Ground, play areas and toilet block in the Recreation Ground remain open during this period in accordance with Regulations and grounds staff are working normally.

**4. Free Parking Initiative**

This took place as agreed at the last meeting although anecdotal evidence suggests that the signs indicating free parking were not always placed in the car park and as a result the invoice for this service is being queried.

**5. Market Hall and Place de Marines**

As agreed at the last meeting, Herefordshire Council were approached and did, eventually, agree to the Place de Marines to be used as a seating area/meeting place in the week leading to Christmas to support local people using local shops. Thanks are due to those Members who helped to facilitate this by putting benches in place each day.

**6. Planning Enforcement Action**

As agreed at the last meeting, a potential breach of planning has been reported to Herefordshire Council and action being taken to encourage the individual concerned to submit a planning application that Members can submit comments on in the usual way.

**7. Staff Matters**

Regrettably the Green Spaces Administrator has resigned for personal reasons. A meeting of the Personnel Committee will be convened to discuss the way forward in due course but in the immediate future please refer any matters relating to the recreation ground and green spaces to the Town Clerk.

**Appendix 2**  
**Meeting held on 11<sup>th</sup> January 2021**  
**Payment Schedule**

**Appendix 3**  
**Meeting held on 11<sup>th</sup> January 2021**  
**Agreed Budget FY 2021-2022**



**Kington Town Council**  
**Schedule of payments to be approved 11th January 2021**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Payments for information - Direct Debits</b>							
104	Lloyds Bank	DD- 16.12.2020	Credit card charges - office expenses	FC052-20(b)	£ 64.27	£ 11.60	£ 75.87
105	E-on	DD -14.12.2020	Rec. Grant - Utilities	FC052-20(b)	£ 47.34	£ 2.37	£ 49.71
106	BT	DD 11.12.2020	Admin - Telephone & Broadband	FC052-20(b)	£ 273.23	£ 54.64	£ 327.87
<b>Payments for authorisation at meeting</b>							
107	HMRC - KTC		Admin - Salaries		£ 829.83		£ 829.83
108	Herefordshire Council		Admin - Office Rental	FC-208-18	£ 190.00		£ 190.00
109	KBS		Rec. Grant - Tools & consumables		£ 91.54	£ 18.30	£ 109.84
110	G E Evans		Admin - Churchyard Grass Cutting		£ 1,846.00		£ 1,846.00
111	BOSS		Admin - Printing		£ 114.07	£ 22.81	£ 136.88
112	Herefordshire Council		Free Parking Initiative		£ 246.00		£ 246.00
113	WPS Hallam		Admin - Insurance Renewal	t.b.c.	£ 3,774.54		£ 3,774.54
114	PKF Littlejohn		Admin - Audit fee		£ 400.00	£ 80.00	£ 480.00
			Total payments this month excluding salaries		£ 7,876.82	£ 86.91	£ 7,963.73

**FOR INFORMATION**

Total of payments made through grants received:			
Total of payments made as a grant			
Recreation Ground Trust	£ 138.88	£ 20.67	£ 159.55

**KINGTON TOWN COUNCIL**  
**Budget Proposal 2020-21**

	Year ended 31.3.2020	Budget 2020- 2021	Forecast to 31.3.2021	Agreed budget 2021-22	Notes/comments
<b>RECEIPTS</b>					
Precept	£ 103,000	£ 109,000.00	£ 109,000.00	£ 112,000.00	
Lengthsman					
Interest	£ 254	£ 100.00	£ 120.00	£ 120.00	
Grants & Donations (see note 2)	£ 27,157		£ 6,780.00		
Other (see note 2)	£ 400		£ -		
Income from markets	£ 2,142	£ 2,000.00	£ 1,200.00	£ 2,000.00	
VAT refund	£ 1,835		£ 7,144.00		
	£ 134,788	£ 111,100.00	£ 124,244.00	£ 114,120.00	
<b>Less: ADMIN EXPENSES (Note 1)</b>	£ 107,857	£ 104,525.00	£ 100,894.00	£ 135,675.00	
<b>NET EXPENDITURE</b>	£ 26,931	£ 550.00	£ 23,350.00	-£ 21,555.00	To be Funded from reserves
<b>General Fund</b>	£ 75,565	£ 80,655.18	£ 102,496.00	£ 125,846.00	
<b>GENERAL FUND BALANCE C/F</b>	£ 102,496	£ 81,205.18	£ 125,846.00	£ 104,291.00	



	Year ended 31.3.2020		Budget 2020-21		Forecast to 31.3.2021	Agreed budget 2021-22
<b>1. ADMINISTRATIVE EXPENSES</b>						
Staff Salaries	£	28,364	£	44,500.00	£	34,300.00
PAYE & NI	£	9,567			£	9,960.00
Pension	£	-			£	4,500.00
Audit fees	£	675	£	675.00	£	675.00
Events - Armed Forces Day 2023					£	250.00
Events - Platinum Jubilee					£	1,000.00
Christmas lights	£	5,109	£	5,000.00	£	4,000.00
Churchyard Maintenance	£	-	£	2,500.00	£	2,500.00
Churchyard grass cutting	£	1,704			£	1,800.00
Election Costs	£	-	£	1,000.00	£	138.00
Equipment purchases	£	928	£	500.00	£	120.00
Grants	£	5,003	£	5,000.00	£	5,000.00
Room Hire	£	-			£	-
Insurance	£	3,775	£	4,600.00	£	4,000.00
Kingston in Bloom	£	696	£	800.00	£	654.00
Lengthsman/handyman	£	-	£	-	£	-
Mayors Allowance	£	1,000	£	1,000.00	£	1,000.00
Markets running costs	£	-	£	2,000.00	£	-
Neighbourhood Plan	£	595	£	1,000.00	£	50.00
Office Rental	£	3,420	£	4,000.00	£	2,280.00
Community Asset Transfer costs	£	223	£	2,500.00	£	150.00
Repairs & Maintenance	£	-	£	1,000.00	£	-
Office Costs	£	3,233	£	6,000.00	£	1,400.00
Stationery	£	516			£	250.00
Bank Charges	£	211			£	325.00
Printing & Copying	£	-			£	1,400.00
Postage	£	224			£	100.00
Subscriptions	£	254	£	400.00	£	400.00
Telephone/broadband	£	1,259	£	1,400.00	£	1,300.00
Tourist Information Centre	£	2,500	£	2,500.00	£	2,500.00
Training	£	130	£	250.00	£	200.00
Travel	£	-	£	100.00	£	-

Website	£	392	£	350.00	£	500.00	£	350.00
IT	£	858			£	300.00	£	300.00
War Memorial	£	-	£	1,000.00				
Covid Response	£	-	£	5,000.00	£	5,000.00	£	2,500.00
Sundries	£	35			£	50.00	£	50.00
Kington Recreation Ground Grant	£	30,044	£	34,750.00	£	14,042.00	£	36,450.00
VAT on purchases	£	7,144			£	2,000.00		
TOTAL ADMINISTRATIVE EXPENSES	£	107,857	£	127,825.00	£	100,894.00	£	135,675.00

	Year to		Budget 2020-21		Forecast to		Agreed budget	
	31.3.2020		Budget 2020-21		31.3.2021		2021-2020	
2. OTHER (Income)								
Tarmac Landfill Communities Fund	£	27,157			£	6,780.00	£	-
Other	£	400						
Totals	£	27,557			£	6,780.00	£	-

3. Grants to the Recreation Ground (payments)								
Running Costs	£	10,223	£	5,200.00	£	1,500.00	£	950.00
Maintenance	£	6,455	£	5,200.00	£	3,500.00	£	4,500.00
Salary support	£	915	£	6,500.00	£	322.00	£	4,000.00
Grass cutting	£	1,475	£	2,850.00	£	1,770.00	£	2,000.00
Cottage maintenance	£	-	£	15,000.00	£	750.00	£	20,000.00
Purchases	£	10,970	£	-	£	1,200.00	£	5,000.00
Misc	£	6	£	-	£	5,000.00		
Total	£	30,044	£	34,750.00	£	14,042.00	£	36,450.00



		Year to 31.3.2020	Proposed y/e 31.3.2021
<b>Reserves</b>			
<b>Earmarked Reserves:</b>			
Churchyard	£	-	£ 2,000.00
Election Fund			£ 800.00
Recreation ground	£	35,080	£ 50,080.00
Christmas lights			£ 1,000.00
Covid response			£ 4,500.00
War Memorial			£ 3,000.00
Armed forces day 2023			£ 250.00
Platinum Jubilee			
<b>Total earmarked reserves</b>	£	35,080	£ 61,630.00
<b>General Reserve</b>	£	67,416	£ 64,216.00
<b>Total</b>	£	<b>102,496</b>	£ 125,846.00
			£ 104,291.00
<b>Tax base</b>			858.24
<b>Council tax equivalent per band D property</b>	£		£ 130.50