



# Kington Town Council

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## Minutes of the Town Council Meeting held via video-conferencing on Monday 1<sup>st</sup> February 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. Dennis  
Cllr. P. Edwards  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. R. MacCurrach  
Cllr. D. Redmayne  
Cllr. E. Rolls  
Cllr. I. Spencer

### IN ATTENDANCE

Liz Kelso – Clerk  
1 member of the press  
T. James – Ward Councillor, Herefordshire Council

### Agenda

Item	Minute
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- |   |        |   |
|---|--------|---|
| 1 | 015-21 | <b>Apologies, declarations of interest and requests for dispensation.</b><br>Apologies were noted from Cllr. T. Bounds, J. Cooke and F. Hawkins There were no declarations of interest and no requests for dispensation.  |
| 2 | 016-21 | <b>Minutes</b><br>a) <b>Minutes of the meeting held on 11<sup>th</sup> January 2021</b><br>The Minutes of the meeting held on 11 <sup>th</sup> January 2021, 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) **Minutes of the meeting held on 19<sup>th</sup> January 2021**  
The Minutes of the meeting held on 19<sup>th</sup> January 2021, 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     **017-21     Public Participation**
- a) **Matters raised by members of the public in attendance**  
There were no matters raised under this agenda item
- b) **Ward Councillor Report**  
Members noted the report from Cllr. James, including comment on the appointment of the new Chief Executive for Herefordshire Council. Members also noted comments on the level of claimants of council tax benefit and the impact of reduction of business rates as a result of businesses closing because of the impact of Covid 19 and how these impact on the finances of the Unitary Authority. Furthermore Herefordshire Council are to debate whether to continue with the Hereford By-pass, cancellation of which would also impact on the finances of the Unitary authority. It was suggested that this might be funded in part by an increase in charges for social care and items such as car parking charges. Financial constraints are likely to impact on the county for some years.
- 4     **018-21     Mayor's Report**  
This is to be addressed under agenda item 8
- 5     **019-21     Clerk's Report**  
The Clerk's report, as attached to these Minutes, was noted.
- 6     **020-21     Financial Matters**
- a) **Payments**  
Payments totalling £3,825.46 as detailed on the attached schedule, were duly authorised.
- b) **Grant applications**  
Members resolved to accept the recommendation of the finance and general purposes committee with regard to grant awards as attached.
- c) **Community Grant Policy**  
It was resolved to adopt the revised grant award policy, as recommended by the finance and general purposes committee
- d) **Covid Fund Grant Policy**  
It was resolved to adopt the Covid Fund Grant Policy as recommended by the finance and general purposes committee.

- 7      **021-21    Economic Development Plan for Kington**  
Members noted that the focus groups arranged by the consultants for Herefordshire Council have now started. Members were reminded that the plans are aimed at potential capital expenditure projects to promote new and existing businesses/employment opportunities.
- 8      **022-21    Impact of Coronavirus on Kington**  
The Mayor reported on the meeting held via video conferencing involving members of the local community on the impact of Coronavirus on the local community and in particular measures that may improve confidence in the local community to return to the town/High Street in the future. It was noted that many of the festivals which usually take place in the Spring in Kington bringing people to the town have already been cancelled for this year.
- Communication was considered to be key and Members noted the excellent support that the primary school are offering to families in the town.
- A further meeting will be held once Government post lockdown plans are known.
- 9      **023-21    Recruitment of Assistant Clerk/Green Spaces Administrator**  
It was agreed that the Personnel Committee be authorised to begin recruitment of a replacement Assistant Clerk/Green Spaces Administrator.
- 10     **024-21    Lengthsman Scheme**  
The Clerk explained how the lengthsman scheme is designed to work and that the scheme is no longer funded by Herefordshire Council but joining the scheme offers authorisation to carry out minor maintenance around the road and footpath network. Noting that there is no funding and no provision within the town council's budget for this scheme, it was felt that membership of the scheme might benefit the current arrangements as carried out by Kington Walks as this could provide access to support, training and materials for works. It was resolved to join the scheme and to discuss with Kington Walks how this might benefit the work that they do on this.
- 11     **025-21    Future Meeting Dates**
- a)    **Additional meeting**  
It was agreed to convene an additional meeting on 29<sup>th</sup> March 2021 to authorise final payments during financial year ending 31<sup>st</sup> March 2021.
  - b)    **April meeting date**  
It was agreed that the meeting scheduled for the first Monday in April be rescheduled to Monday 12<sup>th</sup> April.
  - c)    **Annual Town Meeting**  
Noting that the Annual Town Meeting did not take place in 2020 as a result of Coronavirus and given the success of the town meeting recently held to discuss the

impact of Covid on the town, it was agreed to convene a virtual Annual Town Meeting on Thursday 13<sup>th</sup> May 2021.

**12      026-21      Committee Meeting Reports**

Draft Minutes of the following Committee meetings, were noted:

- Planning Committee meeting held on 18<sup>th</sup> January 2021
- Environment Committee meeting held on 18<sup>th</sup> January 2021
- Personnel Committee meeting held on 25<sup>th</sup> January 2021
- Finance & General Purposes Committee held on 25<sup>th</sup> January 2021

**13      027-21      Next agenda**

It was agreed that the Clerk request a report from the local police for the next meeting.

**14      028-21      Date and time of next meeting**

The next meeting will take place on Monday 1<sup>st</sup> March 2021 commencing at 7.00pm via video conferencing.

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

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Chairman.  
1.2.2021

## **Appendix 1 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, at least once per week, although working predominantly from home in accordance with current guidelines/recommendations.

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

### **3. Tavern Roundabout**

At the last meeting it was noted that KLEEN have put forward proposals for planting on the Tavern Roundabout. At the time it was not clear whether any existing licence could be amended or used to authorise that planting. What follows arose since the agenda was issued so is not the subject of a separate agenda item upon which any decisions can be made.

- There is no current cultivation licence for planting on that roundabout. There was an exchange of emails between BBLP and a Town Councillor in 2015 about proposals for the roundabout but no formal proposal with plans was put forward. At some point, the previous Clerk sent to BBLP a licence that he'd signed (based upon a resolution of the town council) but it was returned to him because (a) there was no actual agreed proposal put forward and (b) the licence is granted by BBLP/Herefordshire Council so they had to actually sign it for it to be legally effective. No proposal was ever received so no licence was granted.
- As this is land on or adjacent to the highway, a licence can only be granted to a Town or Parish Council. Licences can be granted to community groups for public open space but not for highways.
- This particular roundabout has some issues. A number of services run straight through the middle of it (a throwback to the days before the by-pass) and in particular there are 2 sewers, BT cables, a power cable and a medium pressure gas main. The latter being a major issue. As a result, no approval is going to be granted for anything that has roots

that go more than a few inches below the surface of the roundabout. Approval of the proposals will require approval of all the service providers for the services running beneath.

If members so wish, this can be an agenda item for the next meeting but no decisions can be made at the meeting on 1<sup>st</sup> February.

**4. Recreation Ground Play Area**

Government advice on the management of children's play areas (indoors and out) has recently been updated. Play areas can remain open during the current lockdown but the requirement for updated risk assessments, cleaning regimes, limits on numbers using the area and signage have been strengthened. The Recreation Ground currently has limited signage so this will need to be updated in due course.

**5. West Mercia Police Charter**

West Mercia Police have issued a draft Charter governing their relationship with stakeholders within their area of operations. The draft arrived too late to be included on the agenda for this meeting and required a response within a week so as a town council we are not able to formally respond. This point has been made to them and we will have sight of the final document when it is completed.

**Kington Town Council**  
**Schedule of payments approved 1st February 2021**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Payments for Information - Direct Debits</b>							
117	Lloyds Bank	DD- 18.1.2021	Credit card charges - office expenses	FC052-20(b)		£ 2.98	£ 2.98
118	PEAC Finance	DD 8.2.2021	Admin - Photocopier lease	FC052-20(b)	£ 163.40	£ 32.68	£ 196.08
<b>Payments for authorisation at meeting</b>							
119	Kington Chamber of Trade		Grant payment	FC-014-21	£ 750.00		£ 750.00
120	Herefordshire Council		Admin - Office Rental	FC-208-18	£ 190.00		£ 190.00
121	KBS		Rec. Grant - Tools & consumables		£ 458.86	£ 81.77	£ 540.63
122	Turnham Green Wood		NDP		£ 25.00		£ 25.00
123	Countrywide		Rec. Grant - Grass Cutting		£ 147.50	£ 29.50	£ 177.00
124	HMRC		Admin - Salaries KTC		£ 829.63		£ 829.63
125	E. Kelso		Adminh - office expenses/subscriptions		£ 326.98		£ 326.98
126	Amazon EU		Admin - Stationery		£ 16.66	£ 3.33	£ 19.99
127	Kington Food Bank		Grant Award	FC 020-21(b)	£ 300.00		£ 300.00
128	Kington Arts Group		Grant Award	FC 020-21(b)	£ 500.00		£ 500.00
			Total payments this month excluding salaries		£ 3,708.03	£ 117.43	£ 3,825.46

**FOR INFORMATION**

Total of payments made through grants received:			
Total of payments made as a grant			
Recreation Ground Trust		£ 606.36	£ 111.27
Community Grant Fund		£ 800.00	£ 800.00
Covid Relief Fund		£ 750.00	£ 750.00

Kington Town Council  
Grant Applications 2020-2021  
Second Round

Total funds available this financial year (2020-21) £5,000.00

Organisation	Amount requested	Activity to be funded	Recommended Offer	Comments
iBelieve CIC	£500.00	To support work focused on supporting Black, Asian and Minority Ethnic group in Kington through telephone support and face to face support. Funding to be used to pay for travel, meals and stationery	£0	Application does not meet grant criteria of application by local group. Insufficient information on proposed project
Kington Food Bank	£300.00	To purchase fresh food in particular to supplement donated supplies of food stuffs for Kington residents in need	£300.00	Approval recommended. Applicant to be encouraged to apply to Covid fund if required
Kington Art Society	£500.00	To purchase storage facility/shed to accommodate display boards (also funded through a grant from KTC)	£500.00	Approval recommended

**Total paid to date:**  
 Remaining budget this financial year £1,000.00  
 Recommendation as above: £4,000.00  
 Total commitment this financial year: £800.00  
 £1,800.00

Note: excludes application paid from Covid Relief Fund