



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 1st March 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. T. Bounds
Cllr. J. Cooke
Cllr. J. Dennis
Cllr. P. Edwards – to agenda item 7 only
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. F. Hawkins – agenda item 3 onwards
Cllr. R. MacCurrach
Cllr. D. Redmayne
Cllr. E. Rolls
Cllr. I. Spencer

IN ATTENDANCE

Liz Kelso – Clerk
2 members of the press
T. James – Ward Councillor, Herefordshire Council
PC. Dean Wall – West Mercia Police
3 members of the public

Agenda

Item	Minute
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| 1 | 029-21 | Apologies, declarations of interest and requests for dispensation.
There were no apologies or declarations of interest and no requests for dispensation. |
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| 2 | 030-21 | Minutes
The Minutes of the meeting held on 1 st February 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. |
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3 031-21 Public Participation

a) Matters raised by members of the public in attendance

During the period set aside for public consultation, a member of the public asked for information on the make up of the Neighbourhood Plan Steering Group. It was confirmed that decisions on the NDP were made by full council and the councils of the partner parishes and not the steering group.

b) Ward Councillor Report

Members noted the report from Cllr. James, including comment on Herefordshire Council's budget meeting resulting in a budget increase of just under 5% for the forthcoming year. There is concern that more people are claiming a reduction in council tax due to low income and a reduction in income from business rates may lead to further reductions in discretionary services.

c) Police Report

PC Wall reported on a break in at the recycling centre in recent days. There have been few incidents of report locally and it was confirmed that the majority of residents were complying with covid regulations. When questioned, it was confirmed that issues relating to drug use were not excessive in Kington.

4 033-21 Mayor's Report

The Mayor reported on a county Mayor's Meeting earlier the month and on the day of this meeting, noting Armed Forces Day on 26th June and Armed Forces Flag Raising day on 21st June although the impact of lockdown on these events was not yet clear.

It was also noted that a Business Improvement District being set up for Herefordshire which includes businesses throughout the county, including Kington, and how this links to the Economic Development Plans for the Market Towns. Aimed at promoting Herefordshire as a place to visit, some consultation with individual businesses appears to have taken place. Neither the town council nor the Chamber of Trade had been made aware of this initiative. It was agreed that the consultants be invited to a meeting of the Town Council to provide further information.

5 034-21 Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

6 035-21 Financial Matters

a) Payments

Payments totalling £1,662.66 as detailed on the attached schedule, were duly authorised

b) Appointment of Internal Auditor

Members resolved to accept the recommendation of the finance and general purposes committee with regard to the reappointment of the existing internal auditor for the year. The cost was confirmed as £250.00.

c) Grants

Members considered the following grant applications:

Herefordshire Mind: after some discussion it was agreed to defer a decision on this application as there were some questions regarding the benefit to local residents from this application.

Kington Museum: It was agreed to offer the requested grant of £150.00 to Kington Museum to fund repairs to the information board

7 036-21 Economic Development Plan for Kington

Members noted the report from the consultants on progress with the drafting of the Economic Development Plan for Kington. A further remote town meeting is planned for next month. Members were reminded that this plan relates purely to Economic Development and is for capital projects.

8 037-21 Impact of Coronavirus on Kington

The Mayor reported that a further informal town meeting was planned for the following day, after the government's announcement of the steps planned for the release of lockdown.

It was noted that those businesses that are open are doing well and the non essential businesses are keen to re-open. It was suggested that the benches in the Place de Marine be made available to encourage people back to the High Street.

Several Festivals, cancelled last year, have already agreed not to hold their events again this year to protect the health of the community.

9 038-21 Lengthsman Scheme

Following the decision at the last meeting to join the lengthsman scheme, it was agreed that the practical implications of this be referred to the Environment Committee

10 039-21 Christmas Decorations

A preliminary report from the Christmas Lights Task and Finish Group was noted and it was agreed that this be considered in more detail at the next meeting. Members of the group were thanked for all the hard work involved in this project.

11 040-21 Councillor Training Strategy

The Councillor Training Strategy, as attached, was approved.

12 041-21 Staff Training

It was agreed to authorise the Clerk to attend an end of accounting year training session at a cost of £95.00

13 042-21 Committee Reports:

Draft Minutes of the following Committee meetings, were noted:

- Planning Committee meeting held on 15th February 2021
- Services Committee meeting held on 15th February 2021

14 043-21 Neighbourhood Development Plan

Members noted that the NDP Steering Group have completed the update of the plan as discussed and approval will be required from the Town Council and the partner Parish Councils. It was agreed to defer this to a separate meeting to be held remotely on Tuesday 16th March at 7.00pm so that full consideration can be given to the plan.

15 044-21 Date and time of next meeting and items for the next agenda

The next full council meeting will take place on Monday 12th April 2021 commencing at 7.00pm via video conferencing.

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

Chairman
12.4.2021

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.

The regulations authorising remote meetings for town and parish councils expire on 6th May and at the current time it is unclear whether an extension to the Regulations is possible, yet current covid restrictions would suggest face to face meetings are not possible either. The National Association of Local Councils recommends the preparation of contingency plans to cover the potential for meetings not to be possible.

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.

3. Tavern Roundabout

At the last meeting it was noted that KLEEN have put forward proposals for planting on the Tavern Roundabout but Herefordshire Council/Balfour Beatty has expressed some concern about the possibility of issuing a cultivation licence for that site. This has been passed to KLEEN and an indication of whether they wish to proceed is awaited.

4. Building Site, Ellen Lane

Members may be aware from a comment on Kington Chat that a complaint has been received about a building plot on Ellen Lane. This has been passed to Balfour Beatty/Herefordshire Council for review and the complainant advised. The owner has now indicated that the site will be cleared shortly.

5. Hergest Road

When Hergest Road was resurfaced during the last month, a request was received that the road be upgraded to include clearly defined areas for walkers and cyclists. Unfortunately this arrived too late to be added to the programme by Balfour Beatty at the time as the resurfacing was for repair purposes only rather than an upgrade. If members wish to consider this further, it can be included as an agenda item for a later meeting.

6. Staff Vacancy

Applications for the post of Assistant Clerk/Green Spaces Administrator were due on 26th February. There have been no applicants so the matter is to be referred to the Personnel Committee for further consideration.

Kington Town Council
Schedule of payments approved 1st March 2021

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments for information - Direct Debits							
130	Lloyds Bank	DD- 16.2.2021	Credit card charges - office expenses	FC052-20(b)	£ 17.90	£ 2.98	£ 20.88
Payments for authorisation at meeting							
131	Herefordshire Council		Admin - Office Rental	FC-208-18	£ 190.00		£ 190.00
132	KBS		Rec. Grant - Tools & consumables		£ 61.54	£ 12.31	£ 73.85
133	Countrywide		Rec. Grant - Grass Cutting		£ 147.50	£ 29.50	£ 177.00
134	HMRC		Admin - Salaries KTC		£ 830.43		£ 830.43
135	A. Vickerstaff		Admin - Mid Border News	FC-009-20	£ 250.00		£ 250.00
136	Kington Museum		Grant		£ 150.00		£ 150.00
			Total payments this month excluding salaries		£ 1,647.37	£ 15.29	£ 1,662.66

FOR INFORMATION

Total of payments made through grants received:			
Total of payments made as a grant			
Recreation Ground Trust		£ 209.04	£ 41.81
Community Grant Fund		£ 150.00	£
Covid Relief Fund			

KINGTON TOWN COUNCIL

COUNCILLORS' TRAINING STRATEGY

2020-2023

INTRODUCTION

Kington Town Council strives to be a best practice Council. To this end, it invests in the training and development of its Councillors and staff.

The new Council, elected in May 2019, comprises both those who have previously served on the Town Council and a number of Councillors who are new to Council work. The Council's training strategy will therefore take account of the range of skills and experience that exists on the Council and over the life of this Council to 2023, will aim to ensure that all Councillors are equipped with the skills to perform their duties with due diligence, and to be able to take on the range of roles and responsibilities that the Council requires in the execution of its duties.

Kington Town Council is mindful of the need to balance effective training and development of its Councillors with the costs that could be incurred by the Council. It will seek, where possible, cost effective training provision.

COUNCILLOR INDUCTION TRAINING

All Councillors to be provided with an induction pack that includes Council's Standing Orders, Financial Regulations, Council Policies and Procedure, Terms of Reference of Committees and such other materials as will be appropriate at the time.

All Councillors to attend a briefing session with the Clerk.

COUNCILLOR TRAINING NEEDS ASSESSMENT AND TRAINING RECORDS

- All Councillors will complete a training needs form, which will then form part of the Councillor's training record.
- Training records will be kept for each Councillor.
- All Councillors will be expected to attend training that is provided for them, and to keep their specific training needs under review

TRAINING PROVISION

All Councillors to be provided with details of on-line training provision and encouraged to complete these courses. Where Councillors do not have home access to the internet, arrangements will be made to provide this access.

Where specific training is required, and appropriate courses are available, the Council will arrange for attendance at such courses. Where more than one Councillor requires training in a specific

area, KTC will investigate the provision of in-house training. KTC as a Council will also identify where general training is required for the whole Council.

Where skills and experience in specific areas exist within the Council itself, this will be used as far as possible to provide training and mentoring for Councillors.

Specific training will be provided to Chairs of Committees, where it has been identified that this training is required. The Council will also consider such training for Councillors with little or no experience of chairing committees, to ensure that there is a pool of trained Councillors who take on a Chairing role.

All Councillors will be provided with such materials as may be appropriate for the development of their skills and knowledge in areas of the Council's interest.