



Kington Town Council

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Minutes of the Town Council Meeting held on Monday 10th January 2022 at the Oxford Arms, Duke Street, Kington

MEMBERS PRESENT

Cllr. R. Widdowson - Chair
Cllr. E. Banks
Cllr. R. Banks
Cllr. J. Cooke
Cllr. F. Hawkins
Cllr. J. Gardner
Cllr. B. Macleod-Needs
Cllr. D. Redmayne
Cllr. E. Rolls
Cllr. I. Spencer
Cllr. R. Warne

IN ATTENDANCE

Liz Kelso - Clerk

1 representative – West Mercia Police
Cllr. T. James – Ward Councillor
3 members of the public
2 members of the press

Agenda

Item Minute

- 1 001-22 **To note apologies, declarations of interest and requests for dispensation**
Apologies were noted from Cllrs. T. Bounds, P. Edwards, R. MacCurrach & M. Fitton. There no declarations of interest and no requests for dispensation.
- 2 002-22 **Minutes**
The Minutes of the meeting held on 6th December 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.
- 3 003-22 **Public Participation**
 - a) **Police Report**
PCSO Felix Rawlinson presented a report from West Mercia Police outlining incidents within the Town since the last meeting including incidents of anti social behaviour in Llewellyn Road, damage to a vehicle in Mill Street, a car stolen from Bridge Street

and sheep stolen from a farm. The Safer Neighbourhood Team are happy to provide advice and guidance on crime prevention and warned that online fraud is still prevalent in the county

b) Matters raised by members of the public in attendance

There were no matters raised by members of the public in attendance

c) Ward Councillor Report

Members noted the verbal report from Cllr. James including:

- an update on staffing at Herefordshire Council including the resignation of a senior director and a councillor
- Cllr. James has written to the Chief Executive objecting to the proposals on car park charges in Kington
- The potential for council tax rise in Herefordshire and
- Ongoing issues with Children's Services

4 004-22 Mayor's Report

Members noted the Mayor's verbal report detailing mayoral engagements including the Parish Lunch and the success of the group running this venture. The Mayor will also attend the first of a series of engagement in the coming year to celebrate the Queen's Platinum Jubilee, beginning with an event at Hereford Cathedral in February.

5 005-22 Reports from Councillors on meetings attended

There was nothing to report under this agenda item.

6 006-22 Clerk's Report

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

7 007-22 Financial Matters

a) Payments

Payments totalling £9,084.41 (inclusive of VAT) as attached to these Minutes were agreed.

b) Insurance Renewal

The clerk presented the invitation for renewal of the Council's insurance policy for the forthcoming year, noting that sums insured had been adjusted to include purchases through the year including the lease of the new Christmas lights and that this renewal represented part of a three year agreement. It was also noted that building valuations were based upon a revaluation conducted by insurers two years ago. After some discussion, it was agreed that this policy be renewed at a cost of £4,446.60 inclusive of Insurance Premium Tax.

c) Grant to Kington Recreation Ground Trust

Members noted and agreed a request from Kington Recreation Ground Trust for the budget for the grant to the Recreation Ground to amount to £60,500 for goods,

services and running costs for financial year 2022-2023. It was noted that grant funding of £10,000 has been received by the Town Council for the purchase and installation of outdoor gym equipment for the Recreation Ground and that this is included in the grant request.

d) 2022-2023 Budget

Cllr. R. Banks presented the draft budget for 2022-2023, noting the impact in particular of the grant funding received and to be received from Herefordshire Council for expenditure which will fall partly in 2021-22 and partly in 2022-23. After due consideration, the budget as presented and as attached to these Minutes, was agreed.

e) 2022-2023 Precept

It was unanimously agreed that a precept of £117,500.00 be requested from Herefordshire Council for the year 1.4.2022 – 31.3.2023 as indicated in the agreed budget. Members noted that due to a change in the tax base, this represents a small decrease in the parish element of the council tax paid by band D equivalent properties in Kington for the year.

f) Welcome Back Funding

i. Christmas Decorations Project

It was noted that the banners had been removed from around lampposts on twelfth night, the majority of which can be reused next year. The remaining lights will be taken down over the next week and stored locally.

ii. Christmas Decorations Working Group

It was agreed that the Christmas Decorations Working Group originally established for one year be extended for the forthcoming year. Plans will start shortly for the next year's events/displays.

iii. Food Festival Marketing

Additional marketing for the Winter Food Festival has now been completed and all invoices received so that a claim can be made to Herefordshire Council for payment under the Welcome Back Funding Grant.

iv. Festival Marketing

The Festivals Group has now identified a corporate logo for all future town events and will present their recommendation to the Town Council at an additional meeting to be held on 17th January 2022. Work has also begun on the leaflet which will support future festivals and events in the town to be distributed through Tourist Information Offices.

g) Great Places to Visit Fund

i. Shop Front Grant Scheme

The Clerk reported that four applications have been received to date and some potential applicants have already indicated that they are experiencing difficulties in obtaining quotes by the deadline indicated. The Clerk will check

with Herefordshire Council with a view to extending the deadline slightly to enable more shops to apply.

ii. Planter Project

Members noted a report on activities from the Kington in Bloom working group who have developed a specification for the project and have met with Balfour Beatty to discuss locations for the planters. The specification now needs to be refined and sent out for quotations which are to be considered at the meeting in February. Some research has also been undertaken on ongoing maintenance costs for the planters which will also be presented for consideration at a later meeting.

iii. Map project

Members noted that the specification for is now being drafted.

h) Green Spaces Grant Application

There has been no progress on this project since the last meeting.

8 008-22 Car Park Charges in Kington

Members noted correspondence from Herefordshire Council regarding a proposal to charge for car parking in Herefordshire Council owned car parks which are currently provided free of charge. Following discussions, it was agreed that this council is strongly opposed to the proposals on the following grounds:

- that the rationale for introducing car park charges is stated as being to ensure "a coherent approach to policy is applied equally across the City and all our market towns". However, this is contrary to government guidelines, is inappropriate as it ignores the unique characteristics, demographics, topography, and layout of the individual market towns.
- All the market towns except Kington have had a Transport Survey carried out. Making assumptions about the appropriateness of a unified approach to the application of this policy is premature without this survey.
- There is little or no parking provision for most residential properties within the town boundary forcing most to use the car parks for residential parking.
- High Street businesses serve not only immediate town residents but attract shoppers from the surrounding villages. Recent work on Herefordshire Council's Economic Development Plan for Kington identified lack of appropriate parking or public transport as a real barrier to economic development of the town.
- Public transport options for residents and visitors are very limited with no public transport to the other market towns and a very limited service to Hereford. The "other means" of travel suggested in the proposal simply do not exist.

- The small independent shops in Kington have suffered hugely from the pandemic. A significant investment to support local businesses by attracting visitors and shoppers to the town is underway through shop front enhancement schemes, better signage, town beautification and improvements to visitor attractions. The provision of free car parking is a major part of this process and these proposals are contrary to the county-wide efforts to support local businesses and attract visitors.
- The proposed level of charge will impact significantly on the household budgets of residents forced to use the car parks, many of whom are already on very low incomes.
- Previous correspondence has suggested that the town council may wish to consider taking over responsibility for the car parks under the Community Asset Transfer provisions. The Town Council has indicated a willingness to consider this but awaits further information. Until this option is clarified, the proposals are premature.

The Clerk was instructed to write to Herefordshire Council accordingly and invite officers to a Town meeting to explain their proposals. It was further agreed that the Clerk in conjunction with the Mayor and Deputies be authorised to make arrangements for a public meeting for this purpose.

9 009-22 Queen's Green Canopy

Members noted that the parishes of Kington Rural and Huntingdon have agreed to participate in the project to plant trees as part of the Queen's Platinum Jubilee celebrations on the approach to Hargest Ridge. This proposal must also be put to Commoners and once agreed will enable trees to be ordered. A further report will be made to the next meeting.

10 010-22 Reports from Committees

Members noted the following reports from committee:

- Planning Committee meeting held on 20th December 2021

11 011-22 Date and time of next meeting

The next scheduled meeting will take place at 7.00pm on Monday 7th February 2022, venue to be confirmed. It was also confirmed that a short additional meeting will take place on Monday 17th January 2022 to agree proposals for a logo to be commissioned for Festivals marketing to be funded through the Welcome Back Fund.

The following item was identified for the February meeting in addition to those items noted within these minutes:

- Progress on request for speed reduction on the A44

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

Chairman

KINGTON TOWN COUNCIL

Meeting held on Monday 10th January 2021

Agenda item 6 - 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 and includes some items which are for information.

1. Town Council meetings

As has been noted previously, a risk assessment is required for Town Council meetings to take into account all risks associated with holding public meetings including measures required to mitigate those risks. Following the emergence of the Omicron version of the Covid virus, that risk assessment has been amended to reinforce the recommendation for the wearing of masks during the meeting, keeping doors and windows open for ventilation and social distancing wherever possible.

2. Code of Conduct Statement of Financial Interests

Members are reminded that any change in matters reported in the Statement of Financial Interests must be notified to the Monitoring Officer within 28 days of the change.

3. Business Briefing

There was a meeting between Herefordshire Council and businesses in Kington on 7th December, attended by Paul Walker, Chief Executive of Herefordshire Council. A follow up meeting has now been arranged by Herefordshire Council on Wednesday 12th January as an online meeting at 5.30pm.

4. Emails and Cyber Security

Local Councils are being targeted by fraudsters who send emails purporting to come from a member of the council (frequently the Chair) asking for "assistance" or "help". Often this is accompanied by a request to purchase vouchers or gift cards, sending the code from these to the email address or phone number quoted in the email.

Appendix 2
Payment Schedule

Kington Town Council
Schedule of payments approved on 10.1.2022

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
120	Lloyds Bank	DD - 16.12.2021	Office expenses, including festival marketing		£ 275.80	£ 57.07	£ 332.87
121	BT	DD - 11.12.2021	Telephone & Broadband		£ 221.67	£ 44.33	£ 266.00
122	HMRC	BACS	Salaries (December)		£ 827.14		£ 827.14
123	Herefordshire Council	BACS	Office Rental		£ 190.00		£ 190.00
124	Countrywide	BACS	Rec Grant - Grass Cutting December		£ 154.87	£ 30.97	£ 185.84
125	Amazon EU	BACS	Office Equipment		£ 18.54	£ 3.71	£ 22.25
126	Wallgate Ltd.	BACS	Rec Grant - Toilet handbasin maint.		£ 1,102.50	£ 220.50	£ 1,323.00
127	Amazon EU	BACS	Stationery		£ 21.64	£ 4.34	£ 25.98
128	WPS Hallam	BACS	Insurance renewal		£ 4,446.60		£ 4,446.60
129	Gareth Evans	BACS	Grass cutting - Churchyard		£ 852.00		£ 852.00
130	Midlands News Association	BACS	WBF - Food Festival Marketing		£ 357.90	£ 71.58	£ 429.48
131	HWS Pest Control	BACS	Recreation Ground Pest Control		£ 60.00		£ 60.00
132	KBS	BACS	Rec. Grant - Consumables		£ 19.94	£ 3.99	£ 23.93
133	Lloyds Bank	DD - 18.1.2022	Office expenses, including festival marketing		£ 86.96	£ 12.36	£ 99.32
							£ -
							£ -
							£ -
							£ -
			Total payments this month excluding salaries		£ 8,635.56	£ 448.85	£ 9,084.41

FOR INFORMATION

Total of payments made through grants received:							
Welcome Back Fund					£ 607.90	£ 121.58	£ 729.48
Total of payments made as a grant							
Recreation Ground Trust							
Kington Town Council Grant Scheme					£ 1,337.31	£ 255.46	£ 1,592.77
							£ -

Appendix 3
Agreed Budget 2022-2023

KINGTON TOWN COUNCIL Budget Proposal 2022-23

	Year ended 31.3.2021	Budget 2021- 22	Actual to date	Forecast at 31.3.2022	Proposed Expenditure 2022-3 from precept	Proposed expenditure from Reserves/EMR	AGREED total budget 2022-3
RECEIPTS							
Precept	£ 109,000	£ 112,000.00	£ 112,000.00	£ 112,000.00			£ 117,500.00
Lengthsman			£ -				
Interest	£ 63	£ 120.00	£ -	£ -			
Grants & Donations (see note 3)	£ 6,780		£ 12,500.00	£ 102,500.00			£ 20,000.00
Other (see note 3)	£ -		£ 220.00	£ 220.00			
Income from markets	£ 1,245	£ 2,000.00	£ 1,442.00	£ 1,500.00			£ 2,000.00
VAT refund	£ 7,144						
	£ 124,232	£ 114,120.00	£ 126,162.00	£ 216,220.00			£ 139,500.00
Less: ADMIN EXPENSES (Note 1)	£ 75,829	£ 127,625.00	£ 49,478.00	£ 88,913.00	£ 100,300.00	£ 47,000.00	£ 147,600.00
Less: PROJECT EXPENSES (Note n)	£ 3,874	£ 8,050.00	£ 12,365.00	£ 21,200.00	£ 17,500.00	£ 104,500.00	£ 122,000.00
NET REVENUE	£ 48,403	(£13,505)	£ 76,684.00	£ 127,307.00			(£130,100.00)
General Fund B/F	£ 98,624	£ 147,027.00	£ 147,027.00	£ 147,027.00			£ 274,334.00
GENERAL FUND BALANCE C/F	£ 147,027	£ 133,522.00	£ 223,711.00	£ 274,334.00			£ 144,234.00

1. ADMINISTRATIVE EXPENSES

	Year ended 31.3.2021	Budget 2021- 22	Actual to date	Forecast to 31.3.2022	Proposed budget 2022-23
Staff Salaries	£ 30,530	£ 35,000.00	£ 20,531.00	£ 35,000.00	£ 35,000.00
Temporary staff costs					
PAYE & NI	£ 10,029	£ 10,000.00	£ 7,448.00	£ 5,000.00	£ 5,000.00
Pension	£ -	£ 5,000.00	£ -	£ 10,000.00	£ 12,000.00
Audit fees	£ 675	£ 675.00	£ 680.00	£ 8,000.00	£ 8,000.00
Churchyard Maintenance	£ -	£ 5,000.00	£ 700.00	£ 680.00	£ 1,000.00
Churchyard grass cutting	£ 1,846	£ 2,000.00	£ 852.00	£ 800.00	£ 3,000.00
Election Costs	£ 138	£ 500.00	£ -	£ 2,000.00	£ 2,000.00
Equipment purchases	£ 116	£ 500.00	£ 437.00	£ 500.00	£ 500.00
Grants - Community Grants	£ 1,950	£ 5,000.00	£ 2,381.00	£ 5,000.00	£ 1,000.00
Room Hire	£ -	£ -	£ -	£ 500.00	£ 5,000.00
Insurance	£ 3,775	£ 4,600.00	£ -	£ 4,500.00	£ 5,000.00
Maintenance	£ -	£ 500.00	£ 1,579.00	£ 1,580.00	£ 500.00
Mayors Allowance	£ 1,000	£ -	£ -	£ 1,000.00	£ 1,000.00
Markets running costs	£ -	£ 1,500.00	£ -	£ 500.00	£ 500.00
Neighbourhood Plan	£ 37	£ 1,000.00	£ -	£ -	£ -
Office Rental	£ 2,280	£ 2,400.00	£ 1,710.00	£ 2,400.00	£ 2,400.00
Community Asset Transfer costs	£ 150	£ 250.00	£ -	£ 500.00	£ 500.00
Office Costs	£ 1,415	£ 1,500.00	£ 1,070.00	£ 1,500.00	£ 1,500.00
Stationery	£ 208	£ 250.00	£ 293.00	£ 300.00	£ 300.00
Bank Charges	£ 206	£ 350.00	£ 106.00	£ 200.00	£ 200.00
Printing & Copying	£ 1,013	£ 1,400.00	£ 592.00	£ 1,000.00	£ 1,000.00
Postage	£ 71	£ 100.00	£ 151.00	£ 250.00	£ 300.00
Subscriptions	£ 325	£ 400.00	£ -	£ 400.00	£ 400.00
Telephone/broadband	£ 1,067	£ 1,400.00	£ 458.00	£ 1,200.00	£ 1,200.00
Tourist Information Centre	£ 2,500	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
Training	£ 301	£ 150.00	£ -	£ 50.00	£ 50.00
Travel					
Website	£ 466	£ 350.00	£ 248.00	£ 350.00	£ 350.00

IT	£	295	£	300.00	£	703.00	£	703.00	£	500.00	£	500.00
War Memorial	£	-	£	2,500.00	£	-	£	-	£	5,000.00	£	5,000.00
Covid Response	£	1,046	£	6,000.00	£	3,000.00	£	6,000.00	£	1,000.00	£	1,000.00
Sundries	£	-	£	50.00	£	-	£	-	£	100.00	£	100.00
Kingston Recreation Ground Grant	£	12,151	£	36,450.00	£	4,039.00	£	12,000.00	£	40,000.00	£	50,500.00
VAT on purchases	£	2,239										
TOTAL ADMINISTRATIVE EXPENSES	£	75,829	£	127,625.00	£	49,478.00	£	88,913.00	£	100,300.00	£	147,600.00

2. PROJECT EXPENSES

Projects - Armed Forces Day 2023	£	-	£	250.00	£	-	£	-	£	1,000.00	£	1,000.00
Projects - Platinum Jubilee	£	-	£	1,000.00	£	-	£	500.00	£	1,000.00	£	1,000.00
Projects - Christmas Decorations	£	3,220	£	6,000.00	£	11,723.00	£	15,000.00	£	15,000.00	£	15,000.00
Projects - Shop Front Grants	£	-	£	-					£	75,000.00	£	75,000.00
Projects - Festivals Marketing	£	-	£	-				£	5,000.00		£	-
Projects - Summer Food Festival	£	-	£	-					£	2,500.00	£	2,500.00
Projects - Map	£	-	£	-					£	5,000.00	£	5,000.00
Projects - Adult Gym Equipment	£	-	£	-					£	10,000.00	£	10,000.00
Projects - Kingston in Bloom	£	654	£	800.00	£	642.00	£	700.00	£	2,500.00	£	12,500.00
TOTAL PROJECT EXPENSES	£3,874.00		£8,050.00		£12,365.00		£21,200.00		£104,500.00		£122,000.00	

3. OTHER (Income)

Other - Insurance claim	£	-	£	220.00	£	220.00	
Welcome Back Fund					£	-	
Great Places to Visit Fund					£	90,000.00	
Festivals Grant Fund				£	2,500.00	£	2,500.00
Green Spaces Grant				£	10,000.00	£	10,000.00
						£	20,000.00

Totals	£	-	£ 12,720.00	£ 102,720.00	£ 20,000.00
4. Grants to the Recreation Ground (payments)					
Running Costs	£	2,068	£ 950.00	£ 1,200.00	£ 2,000.00
Maintenance	£	2,292	£ 4,500.00	£ 2,500.00	£ 2,500.00
Salary support	£	5,322	£ 4,000.00	£ 4,000.00	£ 4,000.00
Grass cutting	£	1,623	£ 2,000.00	£ 2,000.00	£ 2,000.00
Cottage maintenance	£	175	£ 20,000.00	£ 40,000.00	£ 40,000.00
Purchases	£	671	£ 5,000.00	£ 500.00	£ -
Misc	£	-	£ -	£ -	£ -
Total	£	12,151	£ 36,450.00	£ 11,200.00	£ 50,500.00

	Year to 31.3.2021	Forecast y/e 31.3.2022	Proposed y/e 31.3.2023
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Reserves					
Earmarked Reserves:					
Churchyard	£	5,000	£ 5,000.00	£ 2,000.00	£ 3,000.00
Election Fund			£ 1,500.00	£ -	£ 1,500.00
Recreation ground	£	65,080	£ 65,000.00	£ 40,000.00	£ 25,000.00
War Memorial			£ 5,000.00	£ 5,000.00	£ -
Armed forces day 2023			£ 1,000.00	£ -	£ 1,000.00
Platinum Jubilee			£ 1,000.00	£ 1,000.00	£ -
Great Places to Visit Fund			£ 90,000.00	£ 90,000.00	£ -
Festivals Support			£ 2,500.00	£ 2,500.00	£ -
Christmas Decorations	£	10,000	£ 10,000.00	£ -	£ 10,000.00
Total earmarked reserves	£	80,080	£ 181,000.00	£ -	£ 40,500.00
General Reserve	£	66,947	£ 93,334.00		£ 103,734.00

Total General Fund £ 147,027

£ 274,334.00

Tax base

858.24

Council tax equivalent per band D property

£

130.50

903.90

£

129.99

£ 144,234.00