



Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

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Minutes of the Town Council Meeting held on Monday 9th May 2022 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. R. Banks
Cllr. J. Cooke

Cllr. M. Fitton
Cllr. F. Hawkins
Cllr. D. Redmayne – in the Chair agenda
item 2 onwards
Cllr. B. Macleod-Needs
Cllr. E. Rolls
Cllr. I. Spencer
Cllr. R. Warne – agenda item 2 onwards
Cllr. R. Widdowson – retiring Mayor and
Chair for item 1

IN ATTENDANCE

Liz Kelso – Town Clerk
Cllr. T. James – Ward Councillor, Herefordshire
Council
1 member of the press
4 members of the public

Agenda

Item	Minute
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1	071-22	Election of Mayor
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It was proposed by Cllr. Rolls and seconded by Cllr. Hawkins that Councillor David Redmayne be elected Mayor for the forthcoming year. Following a vote the resolution was declared carried and Councillor Redmayne signed a Declaration of Acceptance of Office and took the Chair.

2	072-22	To note apologies, declarations of interest and requests for dispensation
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Apologies were noted from Cllrs. E. Banks, T. Bounds, J. Gardner and R. MacCurrach, There were no declarations of interest and no requests for dispensation.

- 3 **073-22 Election of Deputy Mayor**
Cllr. E. Banks, having expressed a willingness to act, was duly elected Deputy Mayor for the forthcoming year.
- 4 **074-22 Deputy Mayor Assist**
Cllr. R. Widdowson was confirmed as Deputy Mayor Assist for the forthcoming year.
- 5 **075-22 Town Councillor Vacancy**
The resignation of Cllr. P. Edwards was duly noted and it was resolved to thank Councillor Edwards for his service to the Town Council. The Clerk will report this resignation to the Elections Office of Herefordshire Council so a notice inviting the public to request an election can be prepared. If no such request is received within the specified time, the Town Council will be free to co-opt to fill the vacancy.
- 6 **076-22 Minutes**
a) **Meeting held on 4th April 2022**
The Minutes of the meeting held on 4th April 2022, having been previously circulated, were approved and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.

b) **Meeting held on 25th April 2022**
The Minutes of the meeting held on 25th April 2022, having been previously circulated, were approved and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.
- 7 **077-22 Public Participation**
a) **Police Report**
A representative from the police was unable to attend but has confirmed that there has been little of note since the last meeting. It is hoped that the police might undertake another day within the Kington community shortly.

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 report from the Ward Councillor highlighting improvements in the performance of the Planning Department at Herefordshire Council, future housebuilding in Herefordshire and the Panorama investigation into failings in Children's Services in Herefordshire.
- 8 **078-22 Retiring Mayor's Report**
The report from Cllr. Widdowson as retiring Mayor was noted. Members thanked Cllr. Widdowson for all his work to support the town as Mayor.
- 9 **079-22 Committee membership**
Committee membership, as attached to these Minutes, was agreed.

10 080-22 Future Meeting Dates

Future meeting dates as attached to these Minutes were provisionally agreed but it was further agreed to review the number and frequency of both committee and full council meetings at a later date in the interests of promoting efficiency.

11 081-22 Town Council representatives on external bodies

The following town council representatives on external bodies were agreed for the forthcoming year:

Kington United Charities	Cllr. E. Banks
Lady Hawkins Foundation	Cllr. E. Rolls
Kington Museum	Cllr. E. Rolls
Kington Chamber of Trade	Cllr. F. Hawkins
Kington Tourist Group	Cllr. E. Banks
Kington Twinning Association	Cllr. F. Hawkins
KLEEN	Cllr. J. Cooke
Kington Allotment Association	Cllr. J. Cooke

12 083-22 Clerk's Report

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

13 084-22 Financial Matters

a) Festival Grant

In accordance with the agreement for the award of the Festival Grant by Herefordshire Council (resolution 174-21 refers), it was resolved to delegate authority to the Clerk to place orders for expenditure of the Festival Grant up to the grant amount of £2,500 in total in accordance with the wishes of the Chamber of Trade provided that the requirements of the financial regulations are met and that a report be provided to Full Council in due course.

b) Shop Front Grant Scheme payments

Payments as listed on the attached payment schedule in accordance with agreed amounts under the Shop Front Grant Scheme were approved.

c) Grant to Kington Tourist Group

Approval was given for the payment of £2,500.00 as a grant to Kington Tourist Group.

d) Payments

Invoices totalling £6,782.13 (excl. VAT), including shop front grants as agreed above, noted on the attached schedule were approved for payment.

e) Amounts received

Members noted receipt of £58,750.00 being the first instalment of the precept for 2022-2023. Also noted was receipt of a credit note of £30.14 being a low claims rebate from insurers for year 2021-2022.

f) Bank signatories

It was agreed to add Cllr. D. Redmayne to the list of those authorised to sign cheques and instructions for payment on the Town Council bank accounts. In all other respects the terms of the existing bank mandate would remain as before.

g) Standing Order and Direct Debit payments

Authority to continue to make the following payments by standing order and/or direct debit was given:

Standing Order payments:

Staff salaries

Direct Debit payments:

Telephone & broadband charges

Utilities

Photocopier lease payments

Credit card payments

h) Great Places to Visit funded activities

a) Map Project

Members noted the latest draft of the map design and content and subject to some small amendments, agreed the final draft design.

Cllr. Redmayne reported on how the QR codes on the map would be populated. He will meet with those responsible for content later this month and report back to the Council at the next meeting.

The unveiling of the map, suggested as being on Friday 4th June, was discussed with authority delegated to the Mayor and deputies plus the Clerk to make the necessary arrangements.

b) Planter Project

Councillor Cooke reported that the new planters are now being placed in their locations and will soon be planted up.

c) Shop Front Grant Scheme

The Clerk reported that an extension to the deadline for submission of claims under the shop front grant scheme might be possible and she has requested an extension to end August but currently awaits confirmation that this can be agreed by Herefordshire Council and HM Government.

i) Green Spaces Grant

Members noted that installation of the outdoor gym equipment has now commenced and should be completed within the next 48 hours.

14 085-22 Policies

It was agreed that the Scrutiny Committee be requested to review town council policies and procedures with a view to making recommendations for amendments to Full Council at a later date.

15 086-22 Kington in Bloom

Members considered options for the maintenance of the new planters around the town and agreed to accept the quotation from the contractor currently supplying the planters at a cost of £500.00 per month for an estimated growing season from May to October, covering a total of 21 planters.

16 087-22 Queen's Platinum Jubilee Activities

a) Planned activities

Cllr. Macleod-Needs reported on activities planned for the Jubilee by the Town Council, Chamber of Trade and others, including:

- Lighting of the beacon at the Golf Club on Thursday 2nd June
- Unveiling of the town map on Friday 3rd June
- Summer Food Festival on Saturday 4th June, and
- Church Service followed by a bring your own picnic in the Recreation Ground on Sunday 5th June.

In addition, the Chamber of Trade are running a window dressing competition in the run up to the Jubilee and other organisations are also holding events. A single poster will be created listing all the other activities to be posted on social media over the next few weeks.

b) Grant Request

A request from Kington Chamber of Trade for a grant of £500.00 was agreed to cover incidental expenses for the picnic on the recreation ground, including provision of activities for children.

17 088-22 Market Towns Maintenance Fund

Members noted that the proposals as agreed have been put to Herefordshire Council/Balfour Beatty and we await a report from them on feasibility and/or agreement to the request.

18 089-22 Herefordshire BID

The Clerk reported that town councils are able to join the Herefordshire BID company at a cost of £240.00 which would also entitle the town councils to appoint one representative director of the company, representing all town councils. Members questioned the value of joining the company and agreed to defer a decision until further information is available.

19 090-22 Reports from Committees

It was noted that neither the planning committee or services committee had met during April due to the Easter break.

Cllr. R. Banks reported on the meeting of the Finance & General Purposes Committee held on 25th April 2022 and noted that a copy of the minutes is available on the town council website.

20 091-22 Information Exchange

The Clerk reminded members that in accordance with the Local Government Act 1974 only subjects listed on the agenda can be discussed or agreed in a meeting with the result that this item is for information only and items raised for discussion would be placed on the relevant council or committee agenda for discussion or decision.

The following items were raised:

- The potential to employ a litter picker for the town
- Tracking conditions applied to planning consents
- Charging by Herefordshire Council for visits to the recycling centre
- The business summit run by Herefordshire Council

21 092-22 Next meeting

The next meeting of the Town Council will take place on Monday 6th June 2022 at 7.00pm in the Old Police Station, Market Hall Street, Kington.

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

Kington Town Council
Meeting held 9th May 2022
Appendix 1
Retiring Mayor's Report

Following the Covid lockdowns the revival of the civic events calendar has been slow. Apart from the 6 weekly Mayors' meeting hosted by the Chair of Herefordshire Council there have been few civic events held although gradually things are returning to normal and the year ahead is likely to be much busier.

Notable events in my calendar over the last year have been:

- The 6 weekly meetings of market town mayors hosted by the chair of Herefordshire. Also attending are deputy mayors and clerks.
- Herefordshire Council civic service at St. Mary's Kington on September 26th 2021.
- Herefordshire Shrievalty service at Hereford Cathedral on October 15th 2021.
- Walkers are Welcome meet Kington October 29th 2021.
- The visit of the High Sheriff, Jo Hilditch, to Kington on October 22nd.
- The Platinum Jubilee service at Herefordshire Cathedral on February 6th 2022.
- Tree planting at Lady Hawkins Schools as a contribution to the Queen's Green Canopy marking the Platinum Jubilee.
- Charing the meetings of festivals to develop the Festivals Brochure as part of our Welcome Back funding.

In recent months I have been limited in what I can do both by a disability and subsequent operation and I would like to record my thanks to the deputy mayors, Cllrs E. Banks and Fitton, for covering for me and to Emma Hancocks, who as a member of the Jubilee working group has picked up the load in planning for the event and also for her work in helping us to deliver the festivals promotion brochure.

The mayor and deputy mayors are de facto members of all council committees. I think this is of value and I would not propose changing this but in the past I have raised concerns that poor attendance by other councillors often means that the onus is on them to attend every meeting to ensure that they are quorate adding to an already large workload that comes with the post.

The year 2021/22 has been a highly productive year for the council with the additional funding that has been available and successful bids we have made e.g. outdoor gym. At times it has been exhausting and I would like to congratulate and thank everyone for successfully delivering some real town improvements.

Above all I wish to thank our clerk, Liz Kelso, for her support to me as mayor, for guiding us all through the funding maze and for her invaluable contribution in ensuring successful outcomes.

Cllr Bob Widdowson
3rd May 2022

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Appendix 2

Town Council Committee appointments, as agreed:

	Planning	Environment	Services	Scrutiny	Personnel	F&GP	Rec. Mgmt Group
	Meets monthly	Meets every other month	Meets every other month	Meets as and when necessary	Meets as and when necessary	Meets quarterly	Meets as and when necessary
E. Banks							
R. Banks							
T. Bounds							
J. Cooke							
M. Fitton							
J. Gardner							
F. Hawkins							
R. MacCurrach							
B. Macleod-Needs							
D. Redmayne							
E. Rolls							
I. Spencer							
R. Warne							
R. Widdowson							
TOTAL	4	5	5	4	4	5	4
QUORUM							

Note: Mayor and Deputies are ex-officio members of all committees
 Agreed at a meeting of the town council held on

Kington Town Council
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Appendix 3
Agreed forthcoming meeting dates:

Kington Town Council Meeting Schedule 2022-2023

MONDAYS

	Full Council	F & GP	Planning	Services	Environment	Personnel	Scrutiny	Recreation Ground Trust	Recreation Ground
May 2022	9	30	16		16	16			
June	6		20	20			20	6	
July	4	25	18		18				4
August	1		15	15				1	
September	5		19		19				5
October	3	31	17	17				3	
November	7		21		21				7
December	5	5	19	19				5	
Jan 2023	9		16		16				9
February	6		20	20				6	
March	6 + 27		20		20				6
April	3	24	17	17				3	

Additional meetings of committees may be arranged as required
 All meetings to take place at the Old Police Station, unless indicated otherwise
 For details of times of meetings, please check the website: www.kingtontowncouncil.gov.uk

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Appendix 4
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 most will be aware, the legal restrictions relating to the Coronavirus Pandemic have been lifted meaning that the wearing of masks and social distancing in public places (including public meetings) is no longer a legal requirement, as is the requirement for self isolation if you test positive for Coronavirus. Free lateral flow tests are also to be phased out. Clearly this has implications for council and committee meetings but does not remove the requirement under Health and Safety legislation to provide a safe working environment for staff and volunteers working on behalf of the Town Council and/or Recreation Ground Trust. Accordingly, Members, staff and members of the public are asked not to attend meetings if unwell.

2. Town Council offices

For the immediate future the Town Council offices will also remain closed to casual visitors but anyone wishing to visit the office is asked to make an appointment to do so. Not only does this avoid distractions but helps to ensure a safe working environment for staff or volunteers working alone in the office and, importantly, avoids a wasted visit if the office is unmanned.

3. 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. Failure to do so could, in some circumstances, incur criminal penalties. If you are unsure whether you need to include something on the form, please check with the Monitoring Officer or ask the Clerk. Copies of your existing form/declaration can be obtained from the Clerk.

4. Kington Business Summit

Herefordshire Council's quarterly business summit was held in Kington on Tuesday 3rd May at the Oxford Arms.

5. Annual Town Meeting

A reminder that the Annual Town Meeting will take place on **Wednesday 18th May at 7.00pm** at the Old Police Station, Market Hall Street, Kington. Whilst this is not a town council meeting, all councillors are expected to attend.

6. Report on Young People in Kington

The Open Arms Kington project has commissioned a report into the aspirations, attitudes and experiences of young people in Kington. This is a useful document as background for town council work and is now available from the Clerk for those who wish to read it. OAK has offered to hold an informal

briefing into the report and its findings for members of the town council. If you would like to attend, please notify the clerk so that a date and venue can be arranged.

7. Talk Summit

The date of the next Talk Summit (formerly known as the Parish Council Summit) has been changed to 22nd June from 7.00pm – 8.30pm. If you would like to attend, please let the clerk know so you can be sent the formal invitation in due course.

8. Committee meetings

Due to the Easter holidays and there being no items for discussion, neither the Planning Committee nor the Services Committee meeting scheduled for April took place.

Kington Town Council
Schedule of payments approved on 9.5.2022

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Shop Front Grant Scheme							
6	M. Williams	BACS	Shop Front Grant Scheme		£ 550.00		£ 550.00
Payments to be approved:							
7	Lloyds Bank	DD - 16.4.2022	Credit card charges		£ 115.94	£ 19.06	£ 135.00
8	Herefordshire Council	BACS	Office Rental - May 2022		£ 190.00		£ 190.00
9	Countrywide	BACS	Rec. Grant - Grass Cutting		£ 154.87	£ 30.97	£ 185.84
10	Vision ICT	BACS	Email Hosting		£ 288.00	£ 57.60	£ 345.60
11	HMRC	BACS	Tax, NI due - April salaries		£ 891.38		£ 891.38
12	KBS	BACS	Rec. Grant - consumables		£ 13.49	£ 2.70	£ 16.19
13	Gazon Vert	BACS	Rec. Grant - Moss removal		£ 325.00		£ 325.00
14	A. Vickerstaff	BACS	MidBorder News		£ 250.00		£ 250.00
15	PEAC Finance	DD - 8.5.2022	Photocopier Lease		£ 163.40	£ 32.68	£ 196.08
16	BOSS	BACS	Copier charges		£ 106.46	£ 21.30	£ 127.76
17	Kington Tourist Office	BACS	Grant Payment		£ 2,500.00		£ 2,500.00
18	Signworx Ltd.	BACS	Festival Grant: signage		£ 562.00	£ 112.40	£ 674.40
19	Countrywide	BACS	Rec Grant - Grass Cutting		£ 171.59	£ 34.32	£ 205.91
20	Kington Chamber of Trade	BACS	Jubilee Grant Payment	FC087-22(b)	£ 500.00		£ 500.00
							£ -
							£ -
			Total payments this month excluding salaries		£ 6,782.13	£ 311.03	£ 7,093.16

FOR INFORMATION

Total of payments made through grants received:							
	Great Places to Visit Fund				£ 550.00		£ 550.00
	Festivals Grant				£ 562.00	£ 112.40	£ 674.40
Total of payments made as a grant							
	Rec Trust Grant				£ 664.95	£ 67.99	£ 732.94
	KTC Community Grant				£ 75.00	£ 14.99	£ 89.99
	TIC Grant				£ 2,500.00		£ 2,500.00
Total paid as salaries (net) - April 2022							
							£ 2,148.87