KINGTON
HEREFORDSHIRE

Kington Town Council

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Minutes of the Town Council Meeting held on Monday 4th July 2022 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. D. Redmayne – Chair
Cllr. E. Banks
Cllr. R. Banks
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. F. Hawkins
Cllr. E. Rolls
Cllr. I. Spencer
Cllr. R. Warne
Cllr. R. Widdowson

IN ATTENDANCE

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

Agenda Item	Minute	
1	108-22	**To note apologies, declarations of interest and requests for dispensation** Apologies were noted from Cllrs. T. Bounds, J. Cooke, R. MacCurrach, B. Macleod-Needs and I. Spencer. Cllr. R. Widdowson & Cllr. R. Banks both declared a personal y interest in agenda item 7(b) having responded to the planning application on behalf of another organisation. There were no requests for dispensation.
2	109-22	**Minutes**
	a)	**Meeting held on 6th June 2022** The Minutes of the meeting held on 6th June 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 13th June 2022** The Minutes of the meeting held on 13th June 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

3 110-22 Public Participation

a) Police Report

A representative from the police was unable to attend the meeting. The Clerk read out the written report provided indicating no major matters of concern raised by the police.

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 staffing and other issues within Herefordshire Council. Concern was also expressed about the relationship with the local housing association in Kington.

When questioned about bus service provision in Herefordshire it was noted that the free weekend service is likely to end shortly as this is grant funded.

4 111-22 Mayor's Report

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

5 112-22 Clerk's Report

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

6 113-22 Financial Matters

a) Payments

Invoices totalling £17,540.52 (inclusive of VAT and shop front grants) were approved for payment, as per the attached payment schedule.

b) Shop Front Grant Scheme payments

Payments totalling £13,998.00 as listed on the attached payment schedule in accordance with agreed amounts under the Shop Front Grant Scheme were approved. The Clerk confirmed that the Steering Group confirmed payments met the requirements of the grant before submitting these to full council for payment.

7 114-22 Planning Matters

a) Application reference 221828

This application refers to the installation of Fly the Walking Dog of Kington in Mill Street, Kington. Members resolved to offer no objections to the proposed development.

b) Hergest Camp Broiler Farm Proposals

In response to a consultation by the Environment Agency members noted that the detail was lacking with regard to the proposals, in particular with regard to waste disposal which, given the location of the unit in proximity to the River Arrow, may impact on the river quality. Concern was also expressed about proposals for the

disposal of manure and the impact this development may have on traffic along the lanes. The Clerk was instructed to notify the Environment Agency accordingly.

8 115-22 Fly the Walking Dog of Kington – Licence to occupy

Members noted that Herefordshire Council will require that the Town Council enters into a licence to occupy the land where the statue is to be installed. There was generally no objection to the broad heads of terms proposed by Herefordshire Council. Members noted that more information on the installation process would be helpful.

9 116-22 Christmas Lights

A report from the Christmas Lights contractor on the older lights was noted wherein it was reported that most were either non-functioning or do not meet current standards so cannot be used. It was agreed that these be disposed of. Where lights are functioning and are within current standards, these will be retained and can be used to extend the area covered by lights in December. Where additional anchor points are required, a quotation is to be provided for consideration at a later meeting.

10 117-22 Market Town Maintenance Fund

The working party reported that the Market Town Maintenance Fund is available to Balfour Beatty for maintenance projects within the Market Towns. Following discussions with the Chamber of Trade and others, it was agreed to request improvements and resurfacing of the pavements and roadway within the centre of Town. Initial costings provided by BBLP were unclear so a further meeting has been requested to clarify what can take place and will be reported further at the next meeting.

11 118-22 Herefordshire County BID

The Clerk explained that the Herefordshire County BID (Business Improvement District) has now passed the referendum stage successfully and a Community Interest Company has been set up to further the aims and objectives of the BID. Those businesses and other organisations which do not fall within the compulsory contribution requirement can voluntarily join at a cost of £240.00pa. After some discussion, it was agreed that the Town Council should join to undertake a co-ordinating role for activities in support of tourism within the town.

12 119-22 Environment Committee Quorum

Members noted that meetings of the Environment Committee have recently not been possible as numbers attending has fallen below the current quorum of 5. It was agreed that the quorum be reduced to 4 so that work of the committee can continue.

13 120-22 Reports from Committees

Members noted the following reports from Committees:

a) Finance & General Purposes Committee held on 6th June
b) Personnel Committee held 13th June 2022
c) Planning Committee held 20th June 2022
d) Services Committee scheduled for 20th June was unable to take place as it was inquorate

14 121-22 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 planter project has resulted in very positive comment around the town
- A project involving pupils from Lady Hawkins School has resulted in a exhibition and new flag on display in the town

15 122-22 Forthcoming meeting dates

After some discussion it was agreed that there will no full council meeting in August or January in future.

16 123-22 Next meeting

Following on from agenda item 15 above (resolution ref. 122-22), the next meeting of the Town Council will take place on Monday 5th September 2022 at 7.00pm in the Old Police Station. Neighbourhood planning was identified as an agenda item for that meeting.

17 124-22 Exclusion of the Public

It was agreed that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

18 125/22 Mayor's Civic Award

After due consideration, the nomination for the Mayor's Civic Award for 2022 was agreed and will be presented towards the end of the Month. Cllr. Widdowson thanked Wayne Summers for the design for the new Award

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

Kington Town Council
Meeting held 4th July 2022
Appendix 1
Mayor's Report

1. I was invited to tea at the Sue Ryder Shop in Kington who were celebrating the success of their volunteers. Good to meet them also to meet the shop's Manager, Carol Honegan.

2. The Arts and Artists QR code link went live two weeks ago – many compliments received. We are now moving on to phase 2 which will be a gazetteer of local artists.

   I am arranging to meet with Emma from the CoT to get the CoT/TIC QR section up and running.

3. Craig Sandman from HCC environmental enforcement team came to Kington on 24h June – this was to meet the Dog Fouling Working Group. After a tour of the town's worst spots, he was able to provide much useful advice on how we could turn things around with a mix of enforcement backed up by local strategies. The full report will be presented to the next Environment Committee which will in turn, feed back options to full council for consideration.

4. I attended the recent Talk Parish Webinar – along with Bob Widdowson. The main topic was working with the voluntary sector and how we, as parish or town councils, can help to promote good communications and stronger links with the voluntary sector. I think most attendees were surprised on the number of these groups.

   Several of the Town Councils run Community Grants schemes and I suggested help could be given to applicant groups on how to complete applications for funding in such as way as to make the process as clear as possible. It looks like it was a common thread and we saw another council's application form which appeared as simple as ours.
   Bob also mentioned the problems of recruiting suitable officers for these groups – Secretaries, Treasurers and so on.

5. I will be attending the July Mayor's Meeting in Hereford on July 12th

6. I will be attending the Herefordshire Community Thank You event on August 7th at the Lady Hawkins Leisure centre – it's a chain job!

7. I will be attending the Funeral of Lawrence Banks on July 7th.

Kington Town Council
Meeting held 4th July 2022
Appendix 2
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 have also been phased out. This has 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. **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.

3. **Town Councillor Vacancy**

   Following the vacancy created by the resignation of Cllr. Patrick Edwards, notices have been displayed on all notice boards and the website inviting members of the public to request an election. Herefordshire Council has confirmed that no such request has been received within the time frame so the Town Council is now free to consider a co-option to fill the vacancy until the next full elections in May 2023. Notices will not go on notice boards and the website inviting interested individuals to put themselves forward for co-option.

4. **Open Arms Kington**

   In the Clerk's report last month was an offer to set up a presentation by the Open Arms Kington group on the results of a study undertaken about the young people of Kington. Those who would like to take up the offer of a presentation were encouraged to contact the Clerk but to date none have done so. This offer is repeated and Open Arms Kington have also set up a Youth Advisors Group consisting of 12 young people who have volunteered to help shape the plants for the Youth Hub within the project. No request has been received for a presentation but the report is still available as a link provided by the Clerk.

5. **Herefordshire Council's Place Shaping Consultation**

   A reminder that as part of the Herefordshire Local Plan review, Herefordshire Council are undertaking a Place Shaping Consultation to gather feedback and ascertain the most popular options around distribution of development over the next 20 years. The consultation sets out possible options and/or

potential strategic development areas for Hereford, each of the County's market towns together with a range of alternative settlement hierarchies for rural parts of Herefordshire. A series of events are to be held to give the opportunity for Planning Officers to speak to residents face to face about the next stage in the plan preparation and answer any questions. The next event will take place as part of the Friday market in Kington on Friday 8th July in the Market Hall from 10 – 12.00.

6. Community Thank You Event

Talk Community and Herefordshire Halo are offering a free activities event in each of the market towns during the summer with the event in Kington taking place on 7th August from 10am to 3pm. There is no need to book and activities will be available on a first come first served basis. Details of the Kington event are available on the talk community website.

7. Meeting with Assistant Police and Crime Commissioner for West Midlands

Paul Middleborough, Assistant Police and Crime Commissioner for Herefordshire and Worcestershire would welcome the opportunity to talk with the town council and others in Kington. If you would like to be included in that meeting, which is likely to take around 90 minutes, please let the Clerk know.

8. Balfour Beatty Annual Maintenance Plan

Balfour Beatty have published their Annual Maintenance Plan for the area.

Kington Town Council
Schedule of payments approved on 4.7.2022

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Shop Front Grant Scheme								
			See separate listing			£ 13,998.00		£ 13,998.00
Payments now due for approval:								
47	BT	DD - 10.6.2022	Telephone & Broadband			£ 342.38	£ 68.47	£ 410.85
48	HMRC	BACS	NI & Tax - June salaries			£ 891.58		£ 891.58
49	Amazon EU	BACS	Stationery			£ 12.34	£ 4.99	£ 17.33
50	Countrywide	BACS	Rec Grant - Grasscutting (May & June)			£ 343.18	£ 68.64	£ 411.82
51	A. Vickerstaff	BACS	Mid Border News			£ 250.00		£ 250.00
52	KBS	BACS	Rec Grant - Consumables			£ 68.76	£ 14.46	£ 83.22
53	Amazon EU	BACS	Stationery			£ 22.38	£ 4.48	£ 26.86
54	Amazon EU	BACS	Stationery			£ 22.38	£ 4.48	£ 26.86
55	Herefordshire Council	BACS	Office Rental - July			£ 190.00		£ 190.00
56	M. Fitton	BACS	Expenses - purchase of tarpaulin			£ 17.08	£ 3.42	£ 20.50
57	Gareth Evans	BACS	Churchyard Grass Cutting			£ 316.00		£ 316.00
58	Recruitment Direct	BACS	Temporary staff charges			£ 155.81	£ 31.16	£ 186.97
59	Border Office Supplies	BACS	Photocopying charges			£ 75.44	£ 15.09	£ 90.53
60	HWS Pest Control	BACS	Rec Grant - pest control			£ 120.00		£ 120.00
61	J&P Turner	BACS	Planter Maintenance			£ 500.00	£ 100.00	£ 600.00
			Total payments this month excluding salaries			**£ 17,325.33**	**£ 215.19**	**£ 17,540.52**

FOR INFORMATION

Total of payments made through grants received:								
	Great Places to Visit Fund					£ 13,998.00		£ 13,998.00
Total of payments made as a grant								
	Rec Trust Grant					£ 531.94	£ 83.10	£ 615.04
Total of payments made to a councillor						£ 17.08	£ 3.42	£ 20.50
Total paid as salaries (net) - June 2022								£ 2,148.87

Kington Town Council

Schedule of shop front grant payments approved on 4.7.2022

Ref:	Payee	Address	Payment type:	Comment		Date Paid	Net	VAT, if applicable	Total Payment
Payments agreed previously									
5	Tim Reynolds	Swan House, 52 High St.	BACS	Full Cost £5722		06-Jun	£ 3,500.00		£ 3,500.00
7	Rachel Ricketts	54 Bridge Street	BACS			06-Jun	£ 2,600.00		£ 2,600.00
10	M Williams	Boxing Stuff 14 High Street	BACS			09-May	£ 550.00		£ 550.00
11	BC & SB Rump	47 Duke Street	BACS			06-Jun	£ 2,985.02		£ 2,985.02
12	39 High Street	Pie & Slice, 39 High St.	BACS			06-Jun	£ 560.00		£ 560.00
18	Janes Alterations & Repairs	36 Church Street	BACS			04-Apr	£ 520.00		£ 520.00
20	Kat and Fiddle Studio	37 Church Street	BACS			04-Apr	£ 650.00		£ 650.00
22	C. T. Morgan	Hairport, 40 High St.	BACS	Full cost £4258		06-Jun	£ 3,500.00		£ 3,500.00
24	PH & SL Hawkins	Oxford Arms	BACS	Full cost £4358.35		06-Jun	£ 3,500.00		£ 3,500.00
25	Sandra M. Jackson	Bopsoms Emporium	BACS	Full Cost £5924		06-Jun	£ 3,500.00		£ 3,500.00
28	Mrs. T. L. Rayment	Planet B, 47 High Street	BACS			06-Jun	£ 1,471.42		£ 1,471.42
30	Alpha Antiques	45 High Street	BACS			06-Jun	£ 2,618.00		£ 2,618.00
31	Raphael Nazroo	46 High Street	BACS			06-Jun	£ 2,800.00		£ 2,800.00
36	Sue Ryder Corporate	7 High Street	BACS			06-Jun	£ 2,000.00		£ 2,000.00
				Total claimed to date:			**£ 30,754.44**	**£ -**	**£ 30,754.44**
Now due for payment:									
2	Baileys Boutique	13 High Street				04-Jul	£ 2,578.00		£ 2,578.00
3	Nicola Howell	4 Church Street				04-Jul	£ 640.00		£ 640.00
8	Pennells of Kington	10/11 High Street				04-Jul	£ 3,500.00		£ 3,500.00
9	M. R. Peek	Grapevine, 31 High Street				04-Jul	£ 3,500.00		£ 3,500.00
23	S. Merriman	The Royal Oak, Church St.				04-Jul	£ 3,200.00		£ 3,200.00
41	J. Mills	Forget me nots - 44 High st.				04-Jul	£ 580.00		£ 580.00
				Now due:			**£ 13,998.00**		**£ 13,998.00**