KINGTON
HEREFORDSHIRE

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 5th September 2022 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

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

IN ATTENDANCE

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

Agenda Item	Minute	
1	126-22	**To note apologies, declarations of interest and requests for dispensation** Apologies were noted from Cllrs. R. Banks, T. Bounds, and I. Spencer. There were no declarations of Interest and no requests for dispensation.
2	127-22	**Co-option to fill casual vacancy** As was reported at the last meeting, there were no requests for an election to fill the vacancy created by the resignation of Patrick Edwards. Accordingly, notices were placed on notice boards inviting interested parties to apply for co-option. There had been two expressions of interest with one candidate submitting a statement in support of his application, being unable to attend the meeting in person, and no further contact from the second candidate. The clerk read the statement submitted and confirmed the candidate had indicated a willingness to be co-opted. After due consideration, it was resolved to accept the application from Philip Sell and that he be duly co-opted to the role of Town Councillor to hold office until the next full elections or until his resignation, whichever is soonest.

Members also noted the resignation of Cllr. Rob MacCurrach on the grounds of ill health and resolved to thank Cllr. MacCurrach for his many years of service to the Town. The Clerk will notify the Elections Office at Herefordshire Council accordingly and in due course a notice of vacancy will be placed on notice boards.

3 128-22 Minutes

The Minutes of the meeting held on 4th July 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

4 129-22 Public Participation

a) Police Report

Members noted the report from PCSO Felix Rawlinson indicating few incidents within the Town but that the trial in connection with the murder had been delayed due to the barristers strike. Those in attendance at the meeting noted the use of a road scooter in the Recreation Ground recently and complaints about speeding along Montfort Road.

PCSO Rawlinson was thanked for his support when travellers were encamped at the Recreation Ground but the Clerk noted that communications difficulties with the policing team had led to advice and guidance being difficult to access at the time.

b) Matters raised by members of the public in attendance

Members noted matters raised by members of the public in attendance, including:

- Reports of blocked drains in several locations which have been reported to Herefordshire Council but not dealt with
- Concerns about the amount of dog mess around the town. It was noted that a working party formed from members of the public and members of the town council Environment Committee has been working on a campaign to be launched to encourage dog owners to pick up after their dogs
- Kington Chamber of Trade noted with disappointment communication sent by Herefordshire Council's Talk Community regarding proposed retail activity over the Halloween which had not been sent by Herefordshire Council to the Chamber of Trade
- Poor quality of communication generally by Herefordshire Council and Balfour Beatty on behalf of Herefordshire Council

c) Ward Councillor Report

Members noted the report from the Ward Councillor highlighting staffing and other issues within Herefordshire Council, further issues with Children's Services which may lead to further legal action against Herefordshire Council and the likelihood of a poor Ofsted report into Children's Services at Herefordshire Council.

When questioned about bus service provision in Herefordshire it was noted that there was no further information on funding for bus provision. HM Government has announced a £2 bus fare but it is unclear whether this will apply to rural routes.

5 130-22 **Mayor's Report**

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

6 131-22 **Clerk's Report**

The Clerk's report was noted.

7 132-22 **Financial Matters**

a) **Payments made during August**

In accordance with Financial Regulations, payments made during August when there had been no meeting totalling £14,264.64 (inc. VAT), were ratified.

b) **Shop Front Grant Scheme payments**

Payments totalling £20,956.70 as listed on the attached payment schedule in accordance with agreed amounts under the Shop Front Grant Scheme were approved. This brings the total amount paid under the scheme to £76,105.50.

c) **Payments now due**

Payments totalling £3,564.23 as attached to these Minutes were approved.

d) **To consider opt out of the SAAA Central External Auditor Appointment Arrangements**

Members noted the option to opt out of the SAAA Central External Auditor Appointment Arrangements from financial year 2022-2023 and resolved unanimously to remain with the current central arrangements for the appointment of external auditors for the Town Council.

8 133-22 **Fly the Walking Dog of Kington**

It was reported that although Herefordshire Council had originally indicated a Licence to Occupy would be required for the statue to be located on Herefordshire Council land outside the Museum, it has now been suggested that a Lease agreement be drawn up. Accordingly this item was deferred pending receipt of the draft Lease.

9 134-22 **Christmas Lights**

a) **Report from Working Party**

This item was deferred to the next meeting.

b) **Disposal of old lights**

It was noted that those lights that no longer meet current safety standards have now been disposed of.

c) **Proposal of testing of anchor points and additional anchor point installation**

Members noted that the current anchor points for Christmas lights are now required to be tested and the recommendation from the working party that a small number of additional anchor points be installed at a cost of £75.00 per unit. Additional wiring and an additional electrical timer is also required at a total estimated

additional cost of £850.00. It was agreed that the Clerk be delegated authority to arrange for this additional work to be carried out in preparation for the lights installation this year with a total maximum budget of £1,000.00

10 135-22 Market Town Maintenance Fund

Members noted that at a meeting held at the request of Balfour Beatty it had been suggested by BBLP that the most cost effective means of refurbishing the existing pavements in the High Street would be to remove and relay the existing blocks after pressure washing. This would avoid potential problems with vehicle damage to pavements and ensure the visual amenity of the High Street is maintained whilst providing a safer environment for walkers and supplementing the work that has already taken place through the shop front grant scheme. However, a subsequent report sent to the Clerk without further comment by BBLP contained proposals that were quite contrary to those discussed at the meeting in that they indicated replacing the blocks with tarmac which the Steering Group felt was inappropriate. BBLP had been invited and had accepted the invitation to attend the Council meeting to explain why their proposals had changed but had failed to arrive. It was agreed to request, as a matter of urgency, that all proposed works which are scheduled to start on 3rd October be stopped pending clarification of the proposals by Herefordshire Council/Balfour Beatty. It was further agreed that an additional meeting be held when representatives from Herefordshire Council and Balfour Beatty are available to explain their proposals.

11 136-22 Consultation on A44 Traffic Regulation Order

Members noted the proposals for a reduction in speed along the A44 bypass and whilst welcoming the proposals wished to record their disappointment that the speed reduction is to 50mph rather than 40mph as originally requested and that the area for the speed reduction does not include the section between the Headbrook roundabout and the Tavern roundabout. Proposals for additional signage were generally welcomed. The Clerk was instructed to notify the consultants accordingly.

12 137-22 Cost of Living Crisis

It was noted that some areas are considering the creation of warm banks being places for families who are struggling to heat their homes. It is not yet clear whether Herefordshire Council intends to do so in their own buildings and it was felt that waiting for the new Prime Minister to unveil the latest help for families might be prudent before making further plans. The Food Bank in Kington has reported being well stocked. It was agreed that this be a regular agenda item in the immediate future to monitor the situation locally.

13 138-22 Request from Kington Recreation Ground Trust

It was agreed to support the request from Kington Recreation Ground Trust to act on behalf of the Trust and to engage legal advice in the matter of the transfer from Herefordshire Council to the Trust of land at Crooked Well to be funded from the grant awarded to Kington Recreation Ground Trust.

14 139-22 Herefordshire Town Centre and Retail Assessment Consultation

It was agreed that a working party be formed to include Kington Chamber of Trade in the consultation forming part of the series of consultations in connection with the review of the Herefordshire Local Plan covering the Town Centre and Retail Assessment. Given the time constraints on responses, the Clerk was authorised to submit a response based upon the working party deliberations on behalf of the Town Council. It was further agreed that Town Council representation on the working party would include Cllrs. M. Fitton, D. Redmayne and J. Gardner

15 140-22 Town Council equipment at Kington Library

It was agreed that the Clerk be authorised to arrange for the removal of a screen owned by the Town Council currently located at Kington Library and that the screen be offered to Kington Museum for their use in the first instance. The estimated removal cost is thought to be less than £500.00.

16 141-22 Tree Planting Proposals

It was reported that officers from Herefordshire Council and Balfour Beatty have attended a briefing regarding proposals for tree planting in Kington attended by Cllrs. Cooke and Warne and the tree warden. Proposals were considered and it was agreed that further information was required as to the species proposed, what protection would be placed around the new trees and further information on proposals for Walnut Tree Gardens. A further report will be provided once the queries have received a response.

17 142-22 Awayday

It was agreed that an informal awayday/training session would be held for Councillors on Saturday 8th October from 09.30am to 2.30pm to include the current committee structures and consider ways of improving how these work for the benefit of the Town.

18 143-22 Christmas Free Parking

As in previous years, there has been an offer from Herefordshire Council for one day of free car parking in the Town's paid car parks. It was agreed, following consultation with Kington Chamber of Trade, to request Saturday 2nd December 2022. The Clerk was instructed to notify Herefordshire Council accordingly.

19 144-22 Reports from Committees

Members noted reports from the following committee meetings:

- Finance and General Purposes Committee held on 8th August 2022
- Planning Committee meetings held on 18th July and 15th August 2022
- Environment Committee meeting held on 18th July 2022.

20 145-22 Reports from Councillors

The following was noted under this agenda item:

- Former Headteacher of Kington Primary School has thanked the Town Council and its Mayor for the Civic Award granted on the occasion of her retirement
- The outdoor gym equipment appears to be being well used
- A youth club is being organised in the Baptist Church
- The Climate Emergency Working Group has met.

21 146-22 Next meeting

The next meeting of the Town Council will take place on Monday 3rd October 2022 at 7.00pm in the Old Police Station.

22 147-22 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)

23 148-22 Staff pay and pension provision

This agenda item was deferred pending further information awaited from advisors.

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

Kington Town Council
Meeting held 5th September 2022
Appendix 1
Mayor's Report

1. I attended the Community Thank You event at Lady Hawkins HS on 7th August. This event was a joint enterprise with Halo and HCC Talk Community. There were demonstrations of gym activities as well as badminton and tennis. The ubiquitous bouncy castle and some information points for the Fire Service and other local organisations were also present.

   I was able to meet with Halo's MD who was very keen to forge links with KTC especially with the new outdoor gym. I will be meeting with our local manager shortly to investigate options... suggestions of a quarterly session in the Rec, run by Halo and using the equipment to promote Halo's Kington offering. Also perhaps obtaining a KTC community grant to provide fortnightly outdoor gym sessions run by Halo.

2. Also met up with Talk Community and asked about Warm Banks. This has just come onto the agenda for HCC and they would be keen to work with us as a 'pioneer' market town. TC would be prepared to talk to us either at full KCT or a possible working group (as a result of an agenda item on tonight's list). There are many questions to be answered about Warm Banks – just HCC buildings? If other buildings, will grans be available? And so on. But we're in foot the door territory at least.

   In relation to the Keep Warm strategy, I will be attending some on-line training – "'Introduction to Energy Use In The Home and Fuel Poverty Awareness CPD" in October.

3. The July Mayor's meeting – apart from your Mayor and Town Clerk nearly melting in the council chamber, we addressed by a senior member of BB. He advised that the budget for 2023/24 Market Town Fund had yet to be set but was hoping we'd know the outcome reasonably soon. Most Mayors/Clerks took the opportunity to be very frank about relations with BB and I mentioned the appallingly unintelligible spreadsheet we'd been sent – one which we were supposed to come to an important decision. It seemed Kington was not alone in receiving such information.

   We were also introduced to the new High Sheriff of Herefordshire, Sarah de Rohan. She is very keen on pushing opportunities for young people and has already visited many primary and secondary schools. She agreed to advise when she's due at Lady Hawkins HS (Autumn Term) and to arrange a meeting with Kington Councillors to discuss matters of mutual interest.

4. I had an on-site visit at the Rec with a representative from Kington Forge. There is a moratorium on any new memorial benches on the Rec, but at a meeting of the Management Group, it had been suggested that we could offer refurbishment of the existing metal benches 'in Memoria'.

   There are 13 benches, basically of two types, which require varying amounts of restoration. I now have a quotation for the work which includes provision of a metal plaque stand for up to 4 names per bench.

   Details will now be passed to Rec Trust for further consideration.

Kington Town Council
Schedule of payments to be paid for August 2022

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Shop Front Grant Scheme								
			See separate listing			£ 10,396.36		£ 10,396.36
Payments made since last meeting:								
69	HMRC	BACS - 16/8	Tax/NI on July salaries			£ 861.56		£ 861.56
70	Recruitment Direct	BACS - 21/7	Temporary Staff costs			£ 453.67	£ 90.73	£ 544.40
71	Lloyds Bank	DD - 18/7	Office costs			£ 23.31	£ 4.07	£ 27.38
72	EON	DD - 21/6	Rec. Grant - Utilities			£ 70.65	£ 3.53	£ 74.18
73	PEAC Finance	DD - 8/8	Photocopier Lease			£ 163.40	£ 32.68	£ 196.08
80	Lloyds Bank	DD - 20/6	Office costs (including grant payment)			£ 323.51	£ 58.67	£ 382.18
Payments due now to avoid financial penalties (per financial regulations)								**£ -**
74	Amazon EU	BACS	Consumables - IT			£ 20.53	£ 4.11	£ 24.64
75	Amazon EU	BACS	Office Equipment			£ 8.54	£ 1.70	£ 10.24
76	Amazon EU	BACS	Office Supplies - Civic award frame			£ 9.99	£ 2.00	£ 11.99
77	Amazon EU	BACS	Office Supplies - scissors			£ 8.32	£ 1.67	£ 9.99
78	Herefordshire Council	BACS	Office Rental			£ 190.00		£ 190.00
79	Gareth Evans	BACS	Churchyard Grasscutting			£ 300.00		£ 300.00
81	Amazon EU	BACS	Office supplies - paper			£ 33.32	£ 6.66	£ 39.98
82	Recruitment Direct	BACS	Temporary staff costs			£ 293.28	£ 58.66	£ 351.94
83	BOSS	BACS	Photocopying costs			£ 110.94	£ 22.19	£ 133.13
84	Countrywide	BACS	Rec.Grant - Grass Cutting			£ 171.59	£ 34.32	£ 205.91
85	KBS	BACS	Rec. Grant - Consumables			£ 39.85	£ 7.97	£ 47.82
86	J&P Turner	BACS	Planter Maintenance - July			£ 500.00	£ 100.00	£ 600.00
								£ -
			Total payments this month excluding salaries			**£ 13,978.82**	**£ 205.82**	**£ 14,184.64**

FOR INFORMATION

Total of payments made through grants received:								
						£ 10,396.36		£ 10,396.36

Kington Town Council

Schedule of shop front grant payments - September 2022

Ref:	Payee	Address	Payment type:	Comment		Date Paid	Net	VAT, if applicable	Total Payment
Payments agreed previously									
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
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
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
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
13	B. Ray	43 High Street	BACS			10-Aug	£ 3,116.36		£ 3,116.36
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
23	S. Merriman	The Royal Oak, Church St.				04-Jul	£ 3,200.00		£ 3,200.00
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
26	G&G	38-39 High Street	BACS			10-Aug	£ 1,100.00		£ 1,100.00
28	Mrs. T. L. Rayment	Planet B, 47 High Street	BACS			06-Jun	£ 1,471.42		£ 1,471.42
29	A & G Clark	The Lion Café	BACS			10-Aug	£ 2,850.00		£ 2,850.00
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
33	Nathan Dimbylow	53 High Street	BACS			10-Aug	£ 3,330.00		£ 3,330.00
36	Sue Ryder Corporate	7 High Street	BACS			06-Jun	£ 2,000.00		£ 2,000.00
41	J. Mills	Forget me nots - 44 High st.				04-Jul	£ 580.00		£ 580.00
							£ 55,148.80		**£ 55,148.80**
Now due for payment:									
1	Burton Hotel						£ 2,902.00		£ 2,902.00
6	Ghostmail	61 Bridge Street					£ 622.00		£ 622.00
14	Kington Pharmacy	42 High Street					£ 3,105.00		£ 3,105.00
17	Margraves Ltd.						£ 860.00		£ 860.00

Total of payments made as a grant								
	Rec Grant				£ 282.09	£ 45.82	£ 327.91	
	Community Grant (Kington Pollinators)				£ 114.13	£ 21.02	£ 135.15	
Total paid as salaries (net) - July 2022							£ 2,178.69	

Kington Town Council
Schedule of payments approved in September 2022

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Shop Front Grant Scheme								
			See separate listing			£ 20,956.70		£ 20,956.70
Payments to be approved:								
93	Lloyds Bank	DD - 16.8.22	Office expenses			£ 358.31	£ 69.07	£ 427.38
94	British Telecom	DD - 10.9.22	Telephone, broadband & mobile			£ 336.85	£ 67.37	£ 404.22
95	HMRC	BACS	Tax, NI on August salaries			£ 861.76		£ 861.76
96	E. Kelso	BACS	Office costs & travel expenses			£ 83.92	£ 8.25	£ 92.17
97	Recruitment Direct	BACS	Temporary staff costs (w/c 8/8)			£ 146.64	£ 29.33	£ 175.97
98	Recruitment Direct	BACS	Temporary staff costs (w/c 15/8)			£ 146.64	£ 29.33	£ 175.97
99	Herefordshire Council	BACS	Office Rental - September			£ 190.00		£ 190.00
100	Vision ICT	BACS	Website & 2 email hosting			£ 229.50	£ 45.90	£ 275.40
101	KBS	BACS	Rec Grant: consumables			£ 49.80	£ 10.10	£ 59.90
102	Mrs. F. White	BACS	Rec Grant - Playground inspection fee			£ 63.40		£ 63.40
103	Gareth Evans	BACS	Churchyard grass cutting			£ 150.00		£ 150.00
104	J&P Turner	BACS	Planter maintenance August			£ 500.00	£ 100.00	£ 600.00
105	Amazon EU	BACS	Office Equipment - Postal scale			£ 25.82	£ 5.17	£ 30.99
106	Countrywide	BACS	Rec Grant - Grass cuting			£ 171.59	£ 34.32	£ 205.91
107	Annie Vickerstaff	BACS	Mid Border News			£ 250.00		
			Total payments this month excluding salaries			**£ 24,520.93**	**£ 203.35**	**£ 24,724.28**

FOR INFORMATION

Total of payments made through grants received:								
	Great Places to Visit Fund					£ 20,956.70		£ 20,956.70
Total of payments made as a grant								
	Rec Grant					£ 284.79	£ 44.42	£ 329.21
								£ -
Total paid as salaries (net) - August 2022								£ 2,178.69

19	The Post Office	63 Bridge Street					£ 3,500.00		£ 3,500.00
27	Chris Coates Optometrist	8 Bridge Street					£ 2,782.70		£ 2,782.70
37	Bees Knees Cookshop						£ 485.00		£ 485.00
38	Ridgebank	1 High Street					£ 3,500.00		£ 3,500.00
39	Stephen Kennedy	15 High Street					£ 3,200.00		£ 3,200.00
				Now due:			**£ 20,956.70**		**£ 20,956.70**

Total claimed to date: £ 76,105.50 £ 76,105.50