



# 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 3<sup>rd</sup> October 2022 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

Cllr. D. Redmayne – Chair  
Cllr. E. Banks  
Cllr. R. Banks  
Cllr. J. Cooke  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. F. Hawkins  
Cllr. B. Macleod-Needs  
Cllr. P. Sell  
Cllr. I. Spencer  
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    | 152-22 | <b>To note apologies, declarations of interest and requests for dispensation</b><br>Apologies were noted from Cllrs. T. Bounds, and E. Rolls. There were no declarations of Interest and no requests for dispensation.   |
| 2    | 153-22 | <b>Minutes</b>   |
|      | a)     | <b>Meeting held 5<sup>th</sup> September 2022</b><br>The Minutes of the meeting held on 5 <sup>th</sup> September, having been previously circulated, were adopted and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.   |
|      | b)     | <b>Meeting held 26<sup>th</sup> September 2022</b><br>The Minutes of the meeting held on 26 <sup>th</sup> September, having been previously circulated, were adopted and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting. |

- 3      **154-22    Public Participation**
- a)      **Police Report**  
    A representative from West Mercia Police was unable to attend the meeting but had provided a written report which the Members noted and included a rise in the number of thefts from sheds in surrounding villages, the theft of a garden bench and an incidence of anti social behaviour in Garden Close.
- b)      **Matters raised by members of the public in attendance**  
    Members noted matters raised by members of the public in attendance, including:
- A thank you to those who had worked to deliver the historic events following the death of HM Queen Elizabeth II, and
  - A request for the Festivals brochure, produced last year using funding from the Welcome Back Fud, to be repeated for the forthcoming year.
- c)      **Ward Councillor Report**  
    Members noted the report from the Ward Councillor outlining the issues with Herefordshire Council Childrens Services and likely impact of the latest inadequate Ofsted report.
- 4      **155-22    Mayor's Report**  
    The Mayor's report as attached to these Minutes was noted.
- 5      **156-22    Clerk's Report**  
    The Clerk's report was noted. With regard to the report of damage to the town map, it was agreed that this be reported to the police.
- 6      **157-22    Financial Matters**
- a)      **Payments now due**  
    Payments totalling £9,518.98 (inclusive of VAT where payable) and including £6,377.00 shop front grants were approved.
- b)      **Conclusion of audit**  
    The Clerk reported that external auditors PKF Littlejohn have concluded their audit of the Town Council for the year ended 31.3.2022 and have raised no matters which they felt should be brought to the attention of the Town Council or electors of the Town. A Conclusion of Audit notice, as required by Accounts and Audit Regulations has been placed on notice boards and the website.
- 7      **158-22    Traffic Regulation Order for A44 Kington Bypass**  
    The Clerk reported that following the response to the consultation agreed at the last meeting, consultants acting on behalf of Herefordshire Council have responded to the effect that a reduction of the speed of that road to 40mph was not within the criteria of the study. It was further reported that their remit was only to address that stretch of the A44 outlined in the brief and our request to extend the speed limit so that it is consistent for traffic between the A4111 right through to the



Floodgates area of the A44 could not be addressed. A separate request would need to be made. After some discussion, it was agreed that the Clerk seek support of the police for a consistent speed limit and write to Herefordshire Council accordingly.

**8      159-22      Support for residents during Cost of Living Crisis**

It was noted that there has been no information from Herefordshire Council regarding any county initiatives to support residents and in particular with reference to Warm Spaces. The subject is likely to be discussed at the Mayors meeting due the following day.

**9      160-22      Christmas Lights**

**a)      Report from Working Party**

Members noted that the working party has met and discussed the switch on event for 2022 and is proposing a larger event than in previous years, funded through savings made as a result of grant funding obtained last year, which would be split over the next two years.

**b)      Lights Switch On Event**

It was agreed that a Switch On for the Christmas Lights would take place on Thursday 1<sup>st</sup> December and that authority be delegated to the Clerk in conjunction with two councillors to place orders of up to £3,500 to cover the marketing and costs associated with the event.

**10      161-22      Acquisition of Crooked Well meadow**

This item was deferred to the next meeting pending receipt of costs from proposed legal advisors to act on behalf of Kington Recreation Ground Trust in the matter of the Community Asset Transfer of Crooked Well Meadow from Herefordshire Council.

**11      162-22      Awayday**

In the absence of confirmation of attendance at the Awayday proposed at the last meeting, it was agreed that this be cancelled and rescheduled for next year.

**12      163-22      Reports from Committees**

Following the announcement of the death of HM Queen Elizabeth, committee meetings were unable to take place in the previous month.

**13      164-22      Reports from Councillors**

The following was noted under this agenda item:

- A report on an untidy building plot in Ellan Lane
- A note that a walk around has taken place in Crooked Well with a view to preparing a management plan for the site once acquired
- A request for an agenda item on Environmental Legislation at the next meeting
- A note that a former pupil of Lady Hawkins School took part in HM Queen Elizabeth's funeral procession.

**14      165-22      Next meeting**

The next meeting of the Town Council will take place on Monday 7<sup>th</sup> November 2022 at 7.00pm in the Old Police Station. Other than noted above, there were no other matters requested as agenda items for the next meeting.

**15      166-22      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)

**16      167-22      Staff pay and pension provision**

**a)      Engagement of payroll and pensions advisors**

It was agreed to authorise the engagement of payroll and pensions advisors at a budget cost not to exceed £750.00 to advise on pension provision for town council staff.

**b)      Pay and pension provision**

This item was deferred pending receipt of advice from advisors agreed above.

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

**Kington Town Council**  
**Meeting held 5<sup>th</sup> October 2022**  
**Appendix 1**  
**Mayor's Report**

1. Much of my time since the last meeting was taken up with London Bridge and Spring Tide. On the whole, I think we in Kington, were able to run with our printed instructions to good effect, despite some county level induced confusion!

All involved parties worked together well which was very pleasing to note.

I hope I represented our town in an appropriate manner during these historic events.

I was able to create some new relationships which could well prove useful in the future – for example, the Chair of Herefordshire Bench, who is a Kingtonian and is keen to support us in the future.

The black suit is now at the dry-cleaners but I'd like to personally thank the following for their support during what turned out to be, quite a stressful time!

- Town Clerk and Asst Town Clerk
  - Both Deputy Mayors – esp. Cllr Banks, who is now officially the Mayor's Sartorial Advisor!
  - St Mary's Vicar
  - Chair of Chamber of Trade.
  - The Deputy Lieutenant for Kington
2. The London Bridge working group have met to review the arrangements for London Bridge/Spring Tide and our comments and suggestions will be fed back at County level.
  3. I was a judge at a recent Pudding Club event held at the Lion Community Hub – it's a tough job but someone has to do it.
  4. During the next week, I will be attending:
    - Market Towns Mayor's Meeting.
    - The Shrievalty Service in Hereford Cathedral
    - Mappa Marches at the Sidney Nolan Trust



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. 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.

### **2. Death of HM Queen Elizabeth II**

Members will be aware that following the announcement of the death of HM Queen Elizabeth II plans in place for the death of a senior royal and for the death of the reigning Monarch were activated. For the Town Council, this involved:

- Arranging for the Union flag to be flown at half mast, raising to full mast for the Proclamation of the new King, and returned to half mast for the period of public mourning
- Adding message of condolence to the Town Council website
- Attendance by the Mayor at the County Proclamation in Hereford, returning to Kington to deliver the Proclamation to the Town on Saturday 10<sup>th</sup> September
- Arranging the local Proclamation event and inviting guests to that event
- Assisting and attending the Church Service on Sunday 18<sup>th</sup> September
- Arranging for and manning the Condolence books available for messages from residents until Tuesday 20<sup>th</sup> September.

Thanks are extended to all those who helped with enacting this plan but in particular to the Chamber of Trade for cleaning the area around the Market Hall for the Proclamation and for all their support in ensuring this historic event was appropriately marked in Kington. Also thanks to the Flag Master Christian Price for his assistance in ensuring the flag was raised and lowered in accordance with appropriate protocol.

The Local Government Act specifies that the notice period for council meetings cannot include days of public mourning so committee meetings scheduled during the period following the announcement of the death could not take place.

### **3. Public Toilets**

At the time of writing this report, the public toilets in Kington have been closed by Herefordshire Council for essential maintenance following an electrical survey which revealed a water leak which was impacting on the electrical supply. It is not clear how long the toilets will be closed.

#### **4. Fly the Walking Dog of Kington**

The promised draft lease from Herefordshire Council is still awaited.

#### **5. Agenda items**

A gentle reminder please that the Town Council can only discuss items that are clearly shown on the agenda for a meeting and the agenda and supporting papers must be published at the very latest three clear days before the meeting. If you would like the council to consider any item at a meeting, it is essential that you notify the Clerk at least ten days prior to the meeting at which it is to be discussed.

#### **6. Email accounts**

Another gentle reminder please that when emailing as a councillor on town council business, please use your official councillor email address which has been provided to you. This ensures your personal email account isn't included if/when a FOI request is received and ensures everyone in receipt of official communications understands that you are a town councillor. If you have difficulty in using your councillor email account, please let the clerk know.

#### **7. Precept**

The second instalment of the precept for this financial year amounting to £58,750.00 was received on 23<sup>rd</sup> September.

#### **8. Budget setting**

The Finance and General Purposes Committee will start to look at budget setting for the next financial year at the end of October with a view to presenting the first draft budget in December for final approval in January. If Members have a project in mind which should be included in the budget for the next financial year, please ensure that this is raised with the Finance and General Purposes committee in the first instance via the Clerk.

#### **9. Town Councillor Vacancy**

Following Councillor MacCurrach's resignation as a town councillor, a Notice of Vacancy has now been placed on notice boards with a deadline of 11<sup>th</sup> October for electors to request an election. If no valid request is received by that date, the Town Council will be free to co-opt someone. If no co-option candidate comes forward by November, the Town Council may, if it so wishes, choose not to co-opt as we will be within six months of the next full election.

#### **10. Market Towns Investment Plan**

The Clerk attended a meeting with other Market Town Clerks on 29<sup>th</sup> September when progress on the Market Towns Investment Plan going forward was raised. It was reported that an Economic Development Officer has been appointed for each of the market towns who would be arranging a stakeholder meeting in the near future with a view to identifying projects which might be funded through the Government's Levelling Up Fund and/or Shared Prosperity Fund.

### 11. Welcome Back Funding

Members may recall that the Welcome Back Funding was to be spent by end March 2022 and due to be paid to the Market Towns retrospectively once received by Herefordshire Council. Payment was expected this month at the latest but as at the time of writing, not yet received by any of the market towns. For Kington, this amounts to £18,956.22.

### 12. Great Places to Visit Funding

Projects funded by the Great Places to Visit Fund have now been completed and the final claim to Herefordshire Council will be submitted within the next few days. Total expenditure under each of the projects amounts to:

Shop Front Grant Scheme	£76,105.50
Planter Project	£9,765.00
Map	£5,755.00
Total expenditure to date:	£91,626.50
Total funded through GPV	£90,000.00

By resolution reference 020-22(c), the Town Council agreed to supplement an additional £15,000 funding towards these projects from reserves. Shop Front Grant payments of a further £6,377.00 are to be proposed later in the meeting with a very small number of grants yet to be claimed. Total expenditure therefore is predicted to remain within budget by the final completion date. The grant of £90,000 was received by the Town Council at the end of the last financial year.

### 13. Map

Unfortunately and not for the first time I have to report that the map in the Place de Marines has been defaced in recent days by a plastic sticker with writing being put on it on the surface of the map. The sticker including the words "you are here" and initial investigation suggests that removing the sticker may pull part of the map off but in any event will require resources to attempt to remove it and therefore costs may be incurred.

### 14. Green Spaces Grant

It has now been six months since funding was received through the Green Spaces Grant which was used to fund the outdoor gym equipment installed in the Recreation Ground. The final monitoring form is now due for completion and will be completed and sent within the next few days.

### 15. Air Ambulance

Members may not be aware that the Welsh Air Ambulance based at Welshpool is to be pulled from that location after 20<sup>th</sup> October. As this has attended Kington in the past, and there have been events raising funds for this in Kington, members may wish to know that there will be public meeting at the community centre in Knighton on 11<sup>th</sup> November, starting at 7pm to discuss this.



**Kington Town Council**  
**Schedule of payments approved for October 2022**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Shop Front Grant Scheme</b>							
			See separate listing		£ 6,377.00		£ 6,377.00
<b>Payments to be approved:</b>							
119	Lloyds Bank	DD - 16.9.22	Office expenses		£ 131.84	£ 4.07	£ 135.91
120	Amazon EU	BACS	Office Equipment		£ 19.99	£ 2.49	£ 22.48
121	Amazon EU	BACS	Office Supplies - stationery		£ 7.58	£ 1.52	£ 9.10
122	Amazon EU	BACS	Office Equipment		£ 54.15	£ 10.83	£ 64.98
123	Amazon EU	BACS	Office Supplies		£ 13.36	£ 2.67	£ 16.03
124	Amazon EU	BACS	Office Supplies - stationery		£ 28.14	£ 5.63	£ 33.77
125	Vision ICT	BACS	Domain Fee - .gov.uk		£ 65.00	£ 13.00	£ 78.00
126	Herefordshire Council	BACS	Office Rental - October		£ 190.00		£ 190.00
127	HMRC	BACS	NI/Tax on September salaries		£ 867.48		£ 867.48
128	Christian Price	BACS	Flag repairs		£ 10.00		£ 10.00
129	KBS	BACS	Rec Grant - Consumables		£ 21.81	£ 4.36	£ 26.17
130	E-On Next	DD - 23.9.2022	Rec Grant - Utilities		£ 73.76	£ 3.69	£ 77.45
131	PKF Littlejohn LLP	BACS	External Audit Fee		£ 600.00	£ 120.00	£ 720.00
132	Recruitment Direct	BACS	Temporary staff costs		£ 176.03		£ 176.03
133	Countrywide	BACS	Rec Grant - Grass Cutting		£ 171.59	£ 34.32	£ 205.91
134	J&P Turner	BACS	Maintenance of Planters - September		£ 500.00	£ 100.00	£ 600.00
135	BOSS	BACS	Printing & photocopying		£ 171.04	£ 34.20	£ 205.24
			Total payments this month excluding salaries		£ 9,478.77	£ 40.21	£ 9,518.98

**FOR INFORMATION**

<b>Total of payments made through grants received:</b>							
	Great Places to Visit Fund				£ 6,377.00		£ 6,377.00
<b>Total of payments made as a grant</b>							
	Rec Grant				£ 267.16	£ 42.37	£ 309.53
							£ -
<b>Total paid as salaries (net) - September 2022</b>							
							£ 2,976.02