



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 January 2023 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. F. Hawkins
Cllr. E. Rolls
Cllr. P. Sell
Cllr. I. Spencer – to agenda item 10 only
Cllr. R. Warne
Cllr. R. Widdowson

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Cllr. T. James – Ward Cllr., Herefordshire Council
7 members of the public

2 members of the press

Agenda

Item	Minute	
		To note apologies, declarations of interest and requests for dispensation
1	001-23	Apologies were noted from Cllr. B. Macleod-Needs. There were no declarations of interest and no requests for dispensation.
2	002-23	Minutes The Minutes of the meeting held on 5 th December 2022, having been previously circulated, were adopted after an amendment to those attending. The Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.
3	003-23	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.

b) Matters raised by members of the public in attendance

During the period for members of the public to raise matters of concern, the following was noted:

- Concern over lack of action from private landlord in the High Street where the building is damaging nearby properties and part of the building has collapsed. It was agreed to invite the Chief Executive of the property company to a meeting to discuss the issue. In the meantime, concern was also expressed that part of the empty property is occupied by vulnerable tenants living in sub standard conditions.

c) Ward Councillor Report

Members noted the report from the Ward Councillor outlining low morale in Herefordshire Council. The budget is currently being consulted on. The Ward Councillor also noted that an expected meeting to discuss the Kington Transport Survey had been cancelled.

4 004-23 Mayor's Report

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

5 005-23 Clerk's Report

The Clerk's report as attached was noted.

6 006-23 Financial Matters

a) Payments now due

Payments totalling £6,423.22 (inclusive of VAT where payable) were approved.

b) Grant request from Kington Recreation Ground Trust

Members noted and agreed the request for a total grant allocation of £67,000 for Kington Recreation Ground Trust for the forthcoming 2023-2024 financial year.

c) 2023-2024 Budget

Cllr. R. Banks presented the recommended draft budget by the Finance and General Purposes Committee for financial year 2023-2024, outlining the various expenditure items and rationale behind the draft as presented. After due consideration, it was unanimously agreed to accept the budget as attached to these Minutes for the 2023-2024 financial year.

d) 2023-2024 Precept

It was unanimously agreed to request a precept of £117,500 from Herefordshire Council for financial year 2023-2024. Members noted this remains unchanged from the current year but a slight drop in the tax base means the annual cost for a band D equivalent property will rise by 92 pence for the year from £130.00 to £130.92.

e) Community Grants

Of the remaining applications for Community Grants for the current round, a small number have been asked to provide additional information but have not yet done so. A further application has now been withdrawn. There were therefore no further grant requests for consideration at this meeting.

f) Current year budget adjustment

Members noted that the Mayor would not be drawing the mayors allowance for this financial year. It was unanimously agreed that the budget allowance of £1,000 be moved to the community grant budget.

g) Insurance

It was agreed that the Town Council insurances be renewed with Aviva Insurance at a cost of £4,394.69 which is a small saving on the previous year and includes Insurance Premium Tax.

7 007-23 Planning Matters

a) Applications for consideration

- Ref: 181494 – re-consultation
Site: Land adjacent to Spring Cottage, Headbrook
Dev: Proposed land for residential development and associated work together with public open space and local green space

Members noted that Herefordshire Council are currently re-consulting on this Outline Planning consent from 2018 following the addition of further documents on the planning website from the applicant although some concern was expressed that the nature of the re-consultation was unclear. In particular, it was not clear whether the consultation included the draft s106 agreement in particular which, if agreed, might impact on the Town Council. Having originally expressed an objection to the proposal, it was agreed that there was nothing in the new documents that members felt altered the original comments made on this application.

b) Herefordshire Local Plan

Cllr. Fitton reported on the workshop on the Local Plan he had attended with the Town Clerk during which officers from Herefordshire Council discussed the results of the local plan place shaping consultation and the general proposals for development within Kington going forward, the results of which concur largely with the original Kington Area Neighbourhood Development plan. Final proposals for Kington which are likely to include future development target of some 150 dwellings, including a recommendation by Herefordshire Council for potential development sites, will be included in the Draft Herefordshire Local Plan which will be the subject of a public consultation in June/July of this year.

8 008-23 Support for residents during Cost of Living Crisis

There was nothing in particular to note under this agenda item but it was agreed that this should remain as an agenda item for the next month.

- 9 009-23 Coronation of King Charles III**
There are currently no proposals for celebrating the Coronation of King Charles III but members noted a small allowance in the budget which might be accessible for community groups wishing to arrange celebrations. It has been confirmed that the King has requested that there be no beacon lighting for this event.
- 10 010-23 May 2023 Elections**
It was agreed that the Town Council hold an Information Event on Saturday 18th February from 10am – 12 noon with an exhibition identifying the achievements of the Town Council in the past year and information on becoming and what it means to be a Town Councillor to encourage participation generally in the elections in May.
- 11 011-23 Kington in Bloom**
a) Planting of containers
It was agreed to accept the quotation from the previous contractor for the supply and planting up of the containers purchased last year at a total cost of £X. Depending upon the weather, every effort will be made to plant up the containers before the Coronation at the beginning of May
- b) Maintenance of containers**
It was agreed to accept the quotation for the maintenance of the planters and their contents through the growing season for 2023 at a cost of £500 plus VAT per month.
- 12 012-23 Recreation Ground memorial stone**
Members noted and agreed the recommendation of the Recreation Ground Trust for the engraving of a stone to be installed adjacent to the Covid Memorial Bench in the Recreation Ground at a cost of £175.00.
- 13 013-23 Ambulance Response Times in Kington**
Given the current crisis within the NHS it was agreed that further discussion on this item was inappropriate at this time but an annual discussion about health services within the town would be welcomed. It was agreed to raise this again with particular reference to first responders with the surgery later in the year.
- 14 014-23 Market Towns Maintenance Funding**
It was confirmed that the working party would meet with Balfour Beatty to review any outstanding items and plan work for the next financial year, later this month.
- 15 015-23 Kington's Economic Development Plan**
There was nothing further to report on this agenda item as the proposed meeting with the relevant officer of Herefordshire Council has not yet taken place.

- 16 016-23 **Reports from Committees**
- a) **Committee attendance**
 Members were encouraged to let the Clerk know if unable to attend a committee meeting as several have been inquorate recently and could have been rearranged if the Clerk is notified before the agenda is published.
- b) **Services Committee**
 The Committee meeting scheduled for 12th December did not take place as the meeting was inquorate
- c) **Finance and General Purposes Committee**
 The Committee meeting scheduled for 12th December did not take place as the meeting was inquorate. The rescheduled meeting took place immediately prior to full council and an oral report from Cllr. R. Banks was noted.
- 17 017-23 **Reports from Councillors**
 The following was noted under this agenda item:
- A request for information on whether Markwick Hall is to become a warm space has not received a response
- 18 018-23 **Next meeting**
 The next meeting of the Town Council will take place on Monday 6th February 2023 at 7.00pm in the Old Police Station. An update on the Queen's Green Canopy was requested as an agenda item.

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

Kington Town Council
Meeting held 9th January 2023
Appendix 1
Mayor's Report

Having initially accepted an invitation to the Kington Community Lunch Club Christmas meal, Cllr E Bank attended instead as I had a rescheduled NHS appointment due to the strike.

2. I understand that Rev. Ben Griffiths will be moving to a new parish in N Wales in the Spring – clearly, he will be missed and once we know the exact dates, I would propose the Council acknowledges his contribution to Kington in an appropriate way.

3. I attended the open day for the new Youth Club housed upstairs at the Baptist Chapel on Bridge Street. Those volunteers I met seemed to pretty clear about the way forward and I was able to suggest some funding sources for core funding. I also somehow volunteered to run a “build your own gaming PC” session.

4. One of the many Christmas invites I received from other market towns was from Leominster – this being the Victorian Christmas Fair. An excellent event and group photos were taken of most of the Market Town mayors plus Stourbridge and our own Sheriff with Queen Victoria.

I also found out that there are people who attend such Victorian based events dressed as urchins...for a hobby!

5. I have been on the receiving end of many compliments over the Christmas lights. However, I noticed that the over-street fittings seemed to remain on all night while the others turned off at a suitably economical time.

6. In the very near future, I shall be attending:

- a. Mayor's Meeting
- b. Kington Business Summit.
- c. Meeting with BBLP on continuing Market Town Maintenance Fund plans
- d. First 2023 Festivals Brochure meeting.

Kington Town Council
Meeting held 9th January 2023
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. 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. Apologies

Members are reminded that they are required to attend council and committee meetings and should offer apologies if unable to attend. Apologies need to be sent to the Clerk prior to the meeting and preferable no later than at least two hours prior to a meeting to ensure they can be received and noted at the meeting itself.

3. Kington Business Summit

The next Herefordshire Council Business Summit for Kington has been arranged for Wednesday 11th January at 5.30pm at the Burton Hotel. Members who wish to attend should book a place on this event using the link emailed previously.

4. Health and Wellbeing Consultation

Herefordshire Council are currently conducting a Health and Wellbeing consultation for Herefordshire. Links to the consultation document are available on the Herefordshire Council website.

5. Public Realm Annual Maintenance Plan

Balfour Beatty has indicated that it will be inviting parish and town councils to a meeting outlining their Annual Maintenance Plan for 2023-24 on 25th January at 10.00am at the Thorn Depot in Hereford.

6. Local Travel Plan

Herefordshire Council has appointed consultants to review the county-wide Local Travel Plan; a requirement for funding from HM Government. Active and sustainable travel is a government priority and local plans must be completed by end 2023. Consultations will be held later this year and it is particularly important for the market towns to take part.

7. Christmas Lights

Herefordshire Council/Balfour Beatty have raised the question of permissions for Christmas Lights installations within the Market Towns (and Hereford) and are to introduce a revised system of approvals for the next Christmas period. Information on the requirements, and costs, are to be made available later this year, possibly in May.

Kington Town Council
Schedule of payments approved January 2023

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting							
174	Ludlow Concert Band	BACS	Expenses - Christmas Lights Switch on	FC160-22(b)	£ 100.00		£ 100.00
175	Kington Community Choir	BACS	Expenses - Christmas Lights Switch on	FC160-22(b)	£ 65.00		£ 65.00
176	Bees Knees Cookshop	BACS	Expenses - Christmas Lights Switch on	FC160-22(b)	£ 792.00		£ 792.00
177	E-On Next	DD - 22.12.22	Rec Grant - Utilities		£ 92.56	£ 4.62	£ 97.18
178	Lloyds Bank	DD - 16.12.22	Credit Card Charges - Office expenses		£ 60.85	£ 7.46	£ 68.31
Payments to be approved:							
179	Herefordshire Council	BACS	Office Rental - January		£ 190.00		£ 190.00
180	A. Vickerstaff	BACS	MidBorder News		£ 250.00		£ 250.00
181	KBS	BACS	Rec. Grant - Consumables		£ 10.12	£ 2.02	£ 12.14
182	Amazon EU	BACS	Office Costs		£ 6.65	£ 1.33	£ 7.98
183	Gareth Evans	BACS	Churchyard grass cutting		£ 150.00		£ 150.00
184	Kington Recreation Ground Trust	BACS	Salary support grant	FC07-22 (c)	£ 4,000.00		£ 4,000.00
185	BOSS	BACS	Printing & Copying		£ 93.73	£ 18.75	£ 112.48
186	Wyvale Nurseries	BACS	Community Grant - Kington Pollinators		£ 178.00	£ 35.60	£ 213.60
187	Countrywide	BACS	Rec Grant - Grass cutting		£ 171.59	£ 34.32	£ 205.91
188	Caloo	BACS	Rec Grant - Outdoor Gym parts		£ 56.00	£ 11.20	£ 67.20
189	Lloyds Bank	DD - 17.1.2023	Credit Card Charges - Office expenses		£ 76.68	£ 14.74	£ 91.42
			Total payments this month excluding salaries		£ 6,293.18	£ 130.04	£ 6,423.22

INFORMATION

made through grants received:							
Payments made as a grant							
	Rec Grant				£ 4,274.27	£ 40.96	£ 4,315.23
	Community Grant - Kington Pollinators				£ 189.62	£ 37.91	£ 227.53
Grants (net) - December 2022							
					£ 2,981.73		£ 2,981.73

Kington Town Council
Meeting held 9th January 2023
Appendix 4
Approved budget and precept request 2023-2024

KINGTON TOWN COUNCIL
Budget 2023-24 - Agreed 9.1.2023

	Actual Year ended 31.3.2022	Total agreed Budget 2022-3	Forecast at 31.3.2023	Agreed total budget 2023-4
RECEIPTS				
Precept	£ 112,000	£ 117,500	£ 117,500.00	£ 117,500.00
Lengthsman			£ -	
Interest	£ 38	£ -	£ -	
Grants & Donations (see note 3)	£ 102,500	£ 20,000	£ 18,956.00	
Other (see note 3)	£ 286	£ -		
Income from markets	£ 2,200	£ 2,000	£ 1,500.00	£ 1,000.00
VAT refund	£ 2,239			
	£ 219,263	£ 139,500	£ 137,956.00	£ 118,500.00
Less: ADMIN EXPENSES (Note 1)	£ 86,064		£ 112,402.00	£ 159,900.00
Less: PROJECT EXPENSES (Note n)	£ 29,020		£ 113,993.00	£ 19,000.00
			£ 8,000.00	£ 12,000.00
NET REVENUE	£ 104,179		£ 4,800.00	-£ 60,400.00
General Fund B/F	£ 147,027		£ 251,206.26	£ 162,767.26
GENERAL FUND BALANCE C/F	£ 251,206		£ 162,767.26	£ 102,367.26

1. ADMINISTRATIVE EXPENSES

	Year ended 31.3.2022	Agreed Budget 2022-3	Forecast to 31.3.2023	Proposed Expenditure from Precept	Proposed EMR expenditure	Agreed budget 2023-24
£ Staff Salaries	31,033	£ 35,000	£ 33,000.00	£ 33,000.00		£ 33,000.00
£ PAYE & NI	9,930	£ 12,000	£ 15,000.00	£ 15,000.00		£ 15,000.00
£ Pension	-	£ 8,000	£ 150.00	£ 700.00		£ 700.00
£ Audit fees	680	£ 800	£ 890.00	£ 1,200.00		£ 1,200.00
£ Churchyard Maintenance	700	£ 3,000	£ 3,000.00	£ 2,000.00		£ 2,000.00
£ Churchyard grass cutting	1,704	£ 2,000	£ 2,100.00	£ 2,500.00		£ 2,500.00
£ Election Costs	-	£ 500	-	£ 200.00	£ 4,200.00	£ 4,400.00
£ Equipment purchases	437	£ 1,000	-	£ 500.00		£ 500.00
£ Grants - Community Grants	3,881	£ 6,000	£ 6,000.00	£ 5,000.00		£ 5,000.00
£ Insurance	4,447	£ 6,000	£ 6,000.00	£ 5,500.00		£ 5,500.00
£ Maintenance	1,579	£ 500	£ 500.00	£ 1,000.00		£ 1,000.00
£ Mayors Allowance	-	-	£ 1,000.00	£ 1,000.00		£ 1,000.00
£ Markets running costs	-	£ 500	£ 500.00	£ 500.00		£ 500.00
£ Neighbourhood Plan	-	-	-	-		£ -
£ Office Rental	2,280	£ 2,400	£ 2,280.00	£ 3,000.00		£ 3,000.00
£ Community Asset Transfer costs	-	£ 500	£ 2,000.00	£ -		£ -
£ Office Costs	1,136	£ 6,500	£ 3,000.00	£ 4,750.00		£ 4,750.00
£ Stationery	456	£ 300	£ 300.00	£ 600.00		£ 600.00
£ Bank Charges	206	£ 200	£ 200.00	£ 200.00		£ 200.00
£ Printing & Copying	1,013	£ 1,000	£ 1,000.00	£ 1,200.00		£ 1,200.00
£ Postage	188	£ 300	£ 150.00	£ 150.00		£ 150.00
£ Subscriptions	-	£ 400	-	£ -		£ -
£ Telephone/broadband	929	£ 1,200	£ 1,400.00	£ 1,500.00		£ 1,500.00
£ Tourist Information Centre	2,500	£ 2,500	£ 3,000.00	£ 2,500.00		£ 2,500.00
£ Training	-	£ 50	-	£ 450.00		£ 450.00
£ Travel	-	-	£ 20.00	£ 50.00		£ 50.00
£ Website	248	£ 350	£ 350.00	£ 400.00		£ 400.00
£ IT	746	£ 500	£ 900.00	£ 750.00		£ 750.00

War Memorial	£	-	£	5,000	£	-	£	5,000.00	£	5,000.00
Covid Response	£	4,500	£	1,000	£	2,250.00	£	-	£	-
Sundries	£	-	£	100	£	-	£	50.00	£	50.00
Kington Recreation Ground Grant	£	10,477	£	50,500	£	20,412.00	£	22,000.00	£	45,000.00
VAT on purchases	£	6,977	£		£	7,000.00			£	67,000.00
TOTAL ADMINISTRATIVE EXPENSES	£	86,047	£	148,100	£	112,402.00	£	105,700.00	£	54,200.00
									£	159,900.00

2. PROJECT EXPENSES

	Year ended 31.3.2022	Total agreed budget 2022-3	Forecast to 31.3.2023	Proposed 2023-4	Proposed EMR/Reserves	Agreed total budget 2023-4
Projects - Armed Forces Day	£	-	£	-	£	1,500.00
Projects - Platinum Jubilee	£	-	£	500.00	£	-
Projects - Christmas Decorations	£	18,642	£	12,000.00	£	2,500.00
Projects - Shop Front Grants	£	3,000	£	80,000.00	£	-
Projects - Festivals Marketing	£	3,958	£	3,500.00		
Projects - Summer Food Festival	£	-	£	2,493.00	£	-
Projects - Map	£	2,778	£	3,000.00	£	-
Projects - Adult Gym Equipment	£	-	£	10,000	£	-
Projects - Kington in Bloom	£	642	£	12,500.00	£	5,500.00
Projects - Coronation					£	500.00
TOTAL PROJECT EXPENSES	£29,020.00	£122,000.00	£113,993.00	£8,000.00	£12,000.00	£19,000.00

	Year to 31.3.2022	Forecast at 31.3.2023	Agreed budget 2022-23
3. OTHER (Income)			
Welcome Back Fund		£ 18,956.00	
Great Places to Visit Fund	£ 90,000	£ -	
Festivals Grant Fund	£ 2,500	£ -	
Green Spaces Grant	£ 10,000	£ -	

Totals	£	102,500	£	18,956.00	£	-
4. Grants to the Recreation Ground (payments)						
Running Costs	£	5,057	£	2,000	£	3,000.00
Maintenance	£	2,811	£	2,500	£	3,000.00
Salary support	£	-	£	4,000	£	5,000.00
Grass cutting	£	1,858	£	2,000	£	6,000.00
Cottage maintenance	£	-	£	40,000	£	45,000.00
Purchases	£	751	£	-	£	5,000.00
Misc	£	-	£	-	£	-
Total	£	10,477	£	50,500	£	67,000.00

	Year to 31.3.2023 - Opening	Transfers/exp. to date	Proposed y/e 23-24	Proposed expenditure 23-24	Proposed y/e 31.3.2024
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Reserves						
Earmarked Reserves:						
Churchyard	£	2,500	£	-	£	5,000.00
Recreation ground	£	65,080	£	-	£	75,080.00
War Memorial	£	5,000	£	-	£	5,000.00
Armed forces day 2023	£	-	£	-	£	1,000.00
Map	£	5,000	-£	2,998	£	-
Shop Front Grants	£	75,000	-£	74,999	£	-
Festivals Support	£	2,500	-£	2,493	£	-
Christmas Decorations	£	10,000	£	-	£	10,000.00
Green Spaces Grant	£	10,000	-£	9,712	£	-
Kington in Bloom	£	10,000	-£	9,765	£	-
Kington Town Council	£	185,080	-£	99,966	£	96,080.00
						£ 36,580.00

Movement on reserves end 2023-4

Earmarked reserves
Unearmarked reserves
Total reserves

£ 36,580.00
£ 65,787.26
102,367.26

Tax base 904
Council tax equivalent per band D property £ £ 130

897.49
£ 130.92