KINGTON
HEREFORDSHIRE

Kington Town Council

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Minutes of the Town Council Meeting held on Monday 6th February 2023 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. D. Redmayne – Chair
Cllr. E. Banks
Cllr. R. Banks
Cllr. T. Bounds
Cllr. M. Fitton
Cllr. F.Hawkins
Cllr. J. Gardner
Cllr. B. Macleod-Needs
Cllr. E. Rolls
Cllr. P. Sell
Cllr. I. Spencer
Cllr. R. Warne
Cllr. R. Widdowson

IN ATTENDANCE

Liz Kelso – Town Clerk

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

1 member of the press

Agenda Item	Minute	
1	019-23	**To note apologies, declarations of interest and requests for dispensation** Apologies were noted from Cllr. J. Cooke. There were no declarations of interest and no requests for dispensation.
2	020-23	**Minutes** The Minutes of the meeting held on 9th January 2023, having been previously circulated, were adopted after an amendment to a typographical error. The Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.

3 021-23 Public Participation

a) Police Report

A representative from West Mercia Police was unable to attend the meeting so there was no report to note.

b) Matters raised by members of the public in attendance

No items raised during this agenda item.

c) Ward Councillor Report

Members noted the report from the Ward Councillor outlining issues from the Herefordshire Council budget which had been agreed the previous week, further concerns regarding children's services and the expected report due shortly and developments in Hereford City.

A question was raised regarding Herefordshire Council's support for the extension to the Area of Natural Beauty as identified in Kington's Economic Development Plan now that a Shires National Park is being proposed by Herefordshire Council.

4 022-23 Mayor's Report

The Mayor's report as attached to these Minutes was noted. Noting concerns raised outside of the meeting it was confirmed that the grant agreed by the Town Council to Ludlow Concert Band is to fund the costs of staging a concert in Kington which will be free of charge for Kington residents.

5 023-23 Clerk's Report

The Clerk's report as attached was noted. In relation to item 10 in the report, Neighbourhood Development Plan, it was unanimously agreed that a letter of thanks be sent to Mrs Bradbury to thank her for her service to the Neighbourhood Development Plan Steering Group.

6 024-23 Financial Matters

a) Payments now due

Payments totalling £7,505.96, (inclusive of VAT where payable) as attached to these Minutes were approved.

b) Internal Auditor Appointment

It was noted that the Finance and General Purposes Committee, having undertaken a review of the Internal Audit appointment in accordance with recommended practice, have sought quotations for this work from three auditors of whom two have provided quotations. Following an assessment of the proposals, the Committee to recommend the appointment of a new Internal Auditor at a potential cost, including incidental expenses, in the region of £500.00. After due consideration, the appointment of Mulberry & Co., was agreed. It was further agreed that the previous internal auditor, Mr. Ian Selkirk be thanked for the many years of service to the Town Council.

7 025-23 Planning Matters

a) Applications for consideration

- Ref: 224239
  Site: Land off Kingswood Road, Kington
  Dev: Outline application for proposed development of 3 individual detached self-build dwellings together with associated parking and vehicular access

  Members considered this application, noting that the proposed development is outside of the development area within the draft Neighbourhood Development Plan. Furthermore the access to the site would involve the proposed removal of an ancient hedgerow and on a bend in Kingswood Road where visibility is particularly poor. It was agreed, with one abstention, that these objections be put to Herefordshire Council.

b) s106 "Wish List"

Members considered a draft s106 wish list proposed by the Planning Committee for submission to Herefordshire Council. After due consideration, the proposed list was approved

8 026-23 Support for residents during Cost of Living Crisis

Members noted reports of businesses both within and outside of the parish closing as a result of increased costs and a fall in customer support as a result of the cost of living crisis. It was agreed that the promotion of support for local businesses should be a priority.

The Clerk reported on a recent Talk Parish Summit by Herefordshire Council when parishes around the county reported on the use of their warm spaces and other activities in support of local people. Rural warm spaces appear to be less well supported that urban ones.

9 027-23 Annual Town Meeting

It was agreed that the Annual Town Meeting be held on Wednesday 24th May at the Old Police Station starting at 7.00pm. The presentation of Civic Awards would take place at this meeting.

10 028-23 May 2023 Elections

Members noted the published timetable for the elections to be held in May and were reminded of the Information Event on Saturday 18th February from 10am – 12 noon at the Old Police Station, Market Hall Street.

11 029-23 Tree Safety Survey

It is generally recommended that a tree safety survey is carried out every three to five years. Accordingly, quotations have been obtained for a survey of trees that are the responsibility of the Town Council and/or the Recreation Ground Trust by the Environment Committee and Management Group of the Recreation Ground Trust. Several approaches were made to appropriately qualified arboriculturalists and

quotations submitted by two. After due consideration, it was resolved to accept the recommendation of the Environment Committee and Recreation Ground Management Group to undertake a tree safety survey to be carried out by John Amor as contractor at a cost of £450.00 for both sites. This work will take place in the Spring.

12 030-23 Ethical and Environmental Policy

Introduced by Cllr. Widdowson, this agenda item considered the way forward following the Climate Emergency Declaration some time ago. After due consideration, it was proposed that:

a) Any decisions on matters that fall within the ambit of the Ethical and Environmental policy should have reference to the policy and is shown as such in the Minutes. The resolution was declared carried with one abstention, and

b) The Environment Committee or any successor committee are requested to review the Ethical and Environment policy and recommend any changes to Full Council as soon as practicable.

13 031-23 Tourist Information Centre

Members noted that the Chair of Kington Tourist Information Centre is to retire but the Centre will continue to operate. A contractor is currently engaged to promote tourism in Kington using social media which seems to be working well and it is proposed to seek further funding to develop this work in the near future.

14 032-23 Market Towns Maintenance Funding

Members noted a report from the Steering Group on a recent meeting with Balfour Beatty at which several minor items arising from the recent resurfacing works were highlighted for repairs. At the same time proposals were suggested for funding for the next financial year, extending the resurfacing and pavement improvements. There remains some £26,000 from the current year which will be added to the budget for next year. Surveys are being carried out by BBLP who will come forward with proposals with costs for consideration at the March meeting of Full Council.

15 033-23 Fly, Walking Dog of Kington

It was agreed that a further declaration requested by Herefordshire Council relating to the lease for the location of Fly, the walking dog of Kington, be signed by Cllrs. D. Redmayne and R. Banks.

16 034-23 Kington Transport Study

Members noted a report from the Clerk on developments for the Kington Transport Study currently being carried out by Herefordshire Council consultants. There was some concern that the brief being followed by Herefordshire Council is not as originally suggested and that the timescales for stakeholder consultation were unrealistic given the proximity of the pre-election period. A timetable for the proposed online consultation was not yet clear but it has been suggested that

responses would need to be received by the consultants before the Town Council's next meeting. It was therefore proposed and agreed that an extraordinary meeting be convened so that a formal response on behalf of the Town Council can be drafted. Provisionally, and subject to further information from Herefordshire Council, it was agreed that this meeting take place on Monday 20th February. It is understood that the consultants also propose a public meeting although it is unclear when or how this will take place.

17 035-23 Reports from Committees

The following reports from Committees were noted:

a) Planning Committee held on 16th January 2023
b) Environment Committee held on 16th January
c) Scrutiny Committee held on 23rd January.

18 036-23 Reports from Councillors

The following was noted under this agenda item:

- The Rev. Ben Griffiths will be leaving St. Mary's Church at the end of February
- Members noted a report of a difficult journey by a Kington couple using public transport attending a medical appointment in Leominster
- A litter pick is to take place on 16th April
- Disappointment at the new road surface being dug up by contractors following emergency repairs

19 037-23 Next meeting

The next meeting full meeting of the Town Council will take place on Monday 6th March 2023 at 7.00pm in the Old Police Station. An update on the Queen's Green Canopy was requested as an agenda item.

Provisionally an extraordinary meeting will take place on Monday 20th February, details of which will be confirmed.

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

Kington Town Council
Meeting held 6th February 2023
Appendix 1
Mayor's Report

1. **Update from Mayor's Meeting**: Two main areas were covered. The Director for Community Wellbeing who is recently in-post, gave us a briefing on the state of Adult Social Care in the county. She made it perfectly clear that thee are significant problems relating to hospital discharge back to the community essentially down to lack of professional careers to allow people to return to their homes. The Director said it was a top priority to build a solid support structure for home-returns and that the role of unpaid family carers needed firm backup and recognition. She seemed to believe that while residential care homes had a place in society, allowing people who wished to stay at home, to be allowed to do so but with the same level of care one might expect in a residential situation. Additionally, the Director was exploring ways of being proactive with the more infirm in society and try and spot, say, someone likely to fall and assist them not to' rather than wait until after a fall requiring hospitalisation and the resulting long period of recuperation that follows. As someone who has recently experienced this twice, I would welcome any such approach.

   We also heard from the county's Engineering Manager relating to the road network. There were a series of pre-tabled questions – mostly from one officer in Hereford City Council! In essence our roads are inspected by BBLP on a regular basis – the more major the road, the more frequent the inspection – however, a busier B road might receive more inspections than a less busy A Road. Any work arising from inspections is graded according to severity. Reports from the public are investigated separately.

2. **Market Town's Maintenance Fund**. A very useful meeting with representative from BBLP to discuss the next stages of the successful Kington project started late last year.
   In essence we underspent by approx. £26K and this will be added to 2023/24's grant to give us a pot of around £226K. The top of the Square by the Garth should come out of the underspend plus Doctors Lane – which although not a priority, would be uneconomical to do as a sperate and later job.
   Then it will be a case of moving outwards with paving and re-surfacing. The pavement on the Made in the Marches of Church St being a priority as is the paving around the Market Hall. We also asked that the ginal between Church St and the Place De Marines be resurfaced and timed lighting be installed.
   BBLP will now survey the various streets and pavements and get back full council for March's meeting with a menu from which we can choose. We asked that the same contractors be used having had such a good experience on the last set of works.

3. **KTC Grant:** The grant given to the Ludlow Concert Band will be used to provide a free-to-all concert at St Mary's on Saturday April 22nd.

Kington Town Council
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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. **Kington Business Summit**

   The Herefordshire Council Business Summit for Kington took place on Wednesday 11th January at 5.30pm at the Burton Hotel. Attendance was less than in previous briefings and again failure to communicate with the Town Council and the Chamber of Trade featured in the briefing. Difficulties with contacting a property owner in the High Street and the poor state of that property (as reported at the January Town Council meeting) was brought to the attention of Herefordshire Council at the meeting.

3. **Public Realm Annual Maintenance Plan**

   Balfour Beatty held a briefing outlining their Annual Maintenance Plan for 2023-24 on 25th January for the Kington Ward which your Clerk attended. There are few projects aimed at the region for this plan but reactive work will take place as and when required. The briefing included a presentation on how decisions on repairs and maintenance are made, how the work is funded and the work of the locality stewards. The clerk used the opportunity to highlight an issue raised by a resident about poor drainage of surface water in Hergest Road following a resurfacing in 2019 which it was agreed would be looked into. The need for appropriately timed communication from BBLP was highlighted.

4. **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. Kington's Travel and Transport plan will support the county-wide plan and there is a separate agenda item on this later in the meeting.

5. **Lengthsman Scheme**

   Herefordshire Council/Balfour Beatty has indicated that the Lengthsman Scheme, which the Town Council is not a member of and which advocates a partnership approach to highway work such as ditch clearance is to be part funded for 2023-2024, having been unfunded for some years. Herefordshire Council has indicated that it will fund up to £100 per kilometre of C and U roads within a parish to represent up to one third of the actual cost with member parishes being required to fund two thirds of

the cost. Details are awaited but it has been confirmed that footpath maintenance is not included in the funding offer.

6. Talk Parish Summit

Your Clerk attended the Talk Parish Summit on 18th January. The main theme of the presentation was the provision of warm spaces and other services to support residents during the cost of living crisis.

7. Electric Vehicle Charging Point, Mill Street Car Park

On Friday 20th January an elderly gentleman tripped over the rubber bump stops adjacent to the Electric Vehicle Charging Point in the Mill Street car park, and was badly injured. This was reported to Herefordshire Council on Monday 23rd and on Wednesday 1st February the bump stops were removed on safety grounds.

8. Covid Memorial Bench and Stone

Cllr. Cooke has now installed the stone adjacent to the Covid Memorial Bench in the Recreation Ground, completing the bench installation. If you've not already seen it, please take time to visit.

9. Civic Awards

There is an item on the agenda to agree the date and format for the Annual Town Meeting. Traditionally we have awarded the Civic Awards at that meeting so now is the time to encourage nominations for an award under the new scheme which was agreed last year. Details are on the Town Council website but as a reminder, members of the public can nominate candidates for an award under the Young Person category and under the Community category, the latter of which can include nominations for single people or from community groups or charities. A copy of the agreed policy is also on the website.

10. **Neighbourhood Development Plan**

The Clerk has received a letter from Ros Bradbury who was key to the development of the draft Neighbourhood Development Plan. Ros has indicated that she is no longer able to continue in her role within the Neighbourhood Development Plan.

11. Roadworks on Victoria Road and Gravel Hill Drive

National Grid will be undertaking works on Victoria Road and Gravel Hill Drive starting on 27th March to move and reposition a "link box" (accessible electrical connections beneath a manhole cover) opposite the entrance to Love Lane. The box will be moved to a new location in Gravel Hill drive and is necessitated by market vehicles mounting the pavement opposite Love Lane and damaging the structure underneath the pavement. The work will take approximately two weeks and will require temporary traffic lights to manage traffic as the work is completed.

Kington Town Council
Meeting held 6th February 2023
Appendix 3
Approved Payments

Kington Town Council
Schedule of payments approved February 2023

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting								
190	HMRC	BACS 16.1.2023	Tax & NI on December salaries			£ 1,063.33		£ 1,063.33
191	James Hallam Ltd	BACS 16.1.2023	Insurance Premium		FC 006-23(g)	£ 4,394.69		£ 4,394.69
								£ -
Payments now due								£ -
194	HMRC	BACS	Tax & NI on January salaries			£ 1,127.53		£ 1,127.53
195	Amazon EU	BACS	Stationery - copier paper			£ 29.12	£ 5.83	£ 34.95
196	PEAC Finance	BACS	Copier Lease			£ 163.40	£ 32.68	£ 196.08
197	Amazon EU	BACS	Stationery - File dividers			£ 18.16	£ 3.63	£ 21.79
198	Malcolm Mellen	BACS	Engraving Memorial Stone			£ 175.00		£ 175.00
199	Herefordshire Council	BACS	Office Rental - February			£ 190.00		£ 190.00
200	KBS	BACS	Rec Grant - equipment			£ 28.67	£ 5.73	£ 34.40
201	Amazon EU	BACS	Office Equipment			£ 13.70	£ 2.75	£ 16.45
202	KBS	BACS	Rec Grant - Consumables			£ 38.19	£ 7.64	£ 45.83
203	Countrywide	BACS	Rec Grant - grass cutting			£ 171.59	£ 34.32	£ 205.91
								£ -
								£ -
								£ -
			Total payments this month excluding salaries			**£ 7,413.38**	**£ 92.58**	**£ 7,505.96**

INFORMATION

made through grants received:								
yments made as a grant								
	Rec Grant					£ 238.45	£ 47.69	£ 286.14
								£ -
								£ -
alaries (net) - January 2023						£ 2,917.53		£ 2,917.53