KINGTON
HEREFORDSHIRE

Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP
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Minutes of the Annual Town Council Meeting held on Monday 15th May 2023 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – in the Chair – agenda item 2 onwards
Cllr. R. Banks
Cllr. T. Bounds
Cllr. J. Cooke
Cllr. N. Cornish – agenda item 6 onwards
Cllr. A. Dixon – agenda item 6 onwards
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig – agenda item 6 onwards
Cllr. F. Hawkins
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne
Cllr. M.Woodford

IN ATTENDANCE

Mr. D. Redmayne – past Mayor – agenda item 1 only

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.	078-23	**Election of Mayor** The outgoing Mayor, David Redmayne, opened the meeting and called for nominations for Mayor of Kington for the forthcoming year. Cllr. Elizabeth Banks was unanimously elected Mayor for the year.
2	079-23	**To note apologies for absence** Apologies were noted from Cllr. R. Widdowson.
3	080-23	**Declarations of Interest and Requests for Dispensation** There were no declarations of Interest or requests for dispensaton.

4 081-23 Election of Deputy Mayor

Cllr. Philip Sell was unanimously elected Deputy Mayor for the year.

5 082-23 Minutes of the meeting held on 3rd April 2023

The Minutes of the meeting held on 23rd April 2023, having been previously circulated, were adopted and the Mayor authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.

6 083-23 Town Councillor Vacancies

Following the elections on 4th May, there remains three vacancies for Town Councillor. Three candidates for co-option presented themselves and each gave a brief introduction to themselves, confirming eligibility for the role and outlining how their background and experience could benefit the town. After due consideration and on a show of hands vote, the following were duly co-opted to the council and signed a declaration of acceptance of office witnessed by the Proper Officer:

- Cllr. Nicki Cornish
- Cllr. Alan Dixon
- Cllr. Kim Greig

The Mayor welcomed all three to the Town Council.

7 084-23 Public Participation

a) Police Report

There was no representative from West Mercia Police in attendance at the meeting and no report available.

b) Ward Councillor Report

Cllr. Terry James, having been re-elected as Ward Councillor for Herefordshire Council gave a brief report noting that the elections had resulted in no overall control of Herefordshire Council. The Annual Meeting of Herefordshire Council will take place on Friday 19th May.

c) Matters raised by members of the public in attendance

There were no matters raised by members of the public in attendance.

8 085-23 Committee Appointments

Appointment of councillors to committees of the council were agreed as attached to these Minutes. It was agreed to review these appointments at the next meeting to allow new councillors to consider which committees they would like to join.

9 086-23 Appointments to Outside Bodies

The following appointments were agreed:

Kington United Charities	Cllr. E. Banks
Lady Hawkins foundation	Cllr. E. Rolls

Kington Festivals Association	Cllr. R. Widdowson
Kington Museum	Cllr. J. Gardner
Kington Chamber of Trade	Cllr. F. Hawkins
Kington Tourist Group	Cllr. E. Banks
Kington Twinning Association	Cllr. R. Widdowson
KLEEN	Cllr. J. Cooke
Kington Allotment Association	Cllr. P. Sell

10 087-23 Clerk's Report

The Clerk's report as attached was noted.

11 088-23 Financial Matters

a) Grant to Kington Tourist Information Centre

It was agreed to continue with an annual grant of £2,500 to Kington Tourist Information Centre to meet premises rental costs

b) Payments now due

Payments totalling £12,544.79, (inclusive of VAT where payable) as attached to these Minutes were approved.

c) Recurring payments

It was agreed that the following payments to be made by standing order and/or direct debit payments were agreed:

Standing Order payments:	Staff salaries
Direct Debit payments:	British Telecom
	Utility payments
	Lloyds bank – credit card charges

d) Payment authorisations

It was agreed that the following be given authority to authorise payments via cheque and/or online banking in accordance with the existing bank mandate, i.e. that two signatories be required for each approved payment:

Cllr. E. Banks
Cllr. R. Widdowson
Cllr. M. Fitton
Cllr. P. Sell

e) Financial Examiner

It was agreed that Cllr. A. Dixon be appointed as Financial Examiner for the Town Council in accordance with the duties as set out in the agreed Financial Regulations.

12 089-23 General Power of Competence

Members unanimously confirmed that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, that this

Council meets the conditions for using General Power of Competence and intends to exercise that power until the next full election of the Council.

13 090-23 Policies

Noting that the Scrutiny Committee is currently reviewing a number of policies and procedures, the following policies were confirmed:

- Code of Conduct
- Standing Orders
- Financial Regulations

14 091-23 Training

a) Request for training

It was agreed that Cllr. Martin Fitton attend an online training session by the National Association of Local Councils on the subject of Fighting Climate Change with Local Council Action at a cost of £43.37 (plus VAT). It was further agreed that Cllr. Fitton give a report back to the Environment Committee on the training after completion.

b) Post-election induction session

It was agreed to change the date for the post-election induction session from Monday 22nd May to Monday 12th June at 6.00pm at the Old Police Station.

15 092-23 Planning Matters

Members considered responses to the following applications:

- Ref: 231050
  Site: 45 Bridge Street, Kington
  Dev: PV solar collectors to front roof

  After due consideration, it was resolved to support the proposed development.

- Ref: 231084
  Site: 22-24 High Street, Kington
  Dev: Remove and replace roof tiles, re-felt and re-batten

  After due consideration, It was resolved to support the proposed development.

16 093-23 Grass Verge Cutting

It was agreed that the following roads would be selected for one verge cut, rather than the usual two, for the year to encourage biodiversity: Montfort Road, Ridgebourne Road, Hergest Road, Kingswood Road and Waterloo Road.

17 094-23 Fly, Walking Dog of Kington

Members were invited to the formal unveiling of Fly, Walking Dog of Kington at 11.00am on Saturday 27th May, outside the Museum in Mill Street. It was agreed to consider the purchase and installation of a plaque at the next meeting.

18 095-23 Subscription to Rural Market Town Group

It was agreed that the Town Council subscribe to the Rural Market Town Group of the Rural Services Network at a cost of £99.00 for the year. It was further agreed that this subscription be reviewed as to value for money next year.

19 096-23 Reports from Committees

The following report was noted:

a) Planning Committee held on 17th April 2023

It was also noted that the Services Committee scheduled for 17th April had not taken place.

20 097-23 Reports from Councillors

The following was noted under this agenda item:

- Members were invited to attend a presentation by Open Arms Kington on Thursday 25th May at 12.00 at the Oxford Arms
- It was noted that Herefordshire Council has carried out some additional tree planting in Greenfields and Gravel Hill Drive. It was agreed that Herefordshire Council be asked what further plans there are for tree planting within the town.

21 098-23 Declaration of Acceptance of Office

It was resolved to extend the time allowed for the signing of a Declaration of Acceptance of Office for Cllr. R. Widdowson as he was unable to attend the first meeting of the Council due to ill health. Cllr. Widdowson will sign the Declaration before the next meeting of the Council.

22 099-23 Forthcoming meetings

The dates for full council and committee meetings as attached to these Minutes were agreed. Members were reminded that dates and times may be changed by the Clerk if circumstances required this but in all cases any changes would be notified to Members and to the public via the website.

23 100-23 Next meeting

The next meeting of the Town Council will take place on Monday 5th June 2023 at 7.00pm in the Old Police Station and will be preceded by a meeting of Kington Recreation Ground Trust.

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

Kington Town Council
Meeting held 15th May 2023
Appendix 1
Committee Appointments

Planning Committee
Cllr. E. Banks
Cllr. T. Bounds
Cllr. J. Cooke
Cllr. F. Hawkins
Cllr. E. Rolls
Cllr. P. Sell
Cllr. M. Woodford
Cllr. R. Widdowson

Environment Committee
Cllr. E. Banks
Cllr. T. Bounds
Cllr. J. Cooke
Cllr. J. Gardner
Cllr. P. Sell
Cllr. R. Warne

Services Committee
Cllr. E. Banks
Cllr. R. Banks
Cllr. T. Bounds
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. P. Sell
Cllr. R. Widdowson

Scrutiny Committee
Cllr. E. Banks
Cllr. R. Banks
Cllr. M. Fitton
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne
Cllr. R. Widdowson

Personnel Committee
Cllr. E. Banks
Cllr. R. Banks
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne

Finance & General Purposes Committee
Cllr. E. Banks
Cllr. R. Banks
Cllr. T. Bounds
Cllr. M. Fitton
Cllr. F. Hawkins
Cllr. R. Rolls
Cllr. P. Sell
Cllr. M. Woodford
Cllr. R. Warne

Recreation Ground Management Group
Cllr. E. Banks
Cllr. T. Bounds
Cllr. J. Cooke
Cllr. J. Gardner
Cllr. E. Rolls
Cllr. P. Sell
Cllr. M. Woodford
Cllr. R. Warne

Kington Town Council
Meeting held 15th May 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 only.

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. Local Council Audit Arrangements

As members may be aware, local councils with a turnover of over £25,000 are subject to two audits covering both financial matters and procedural matters each year. As agreed in February, new internal auditors, Mulberry & Co., carried out the internal audit for the year to 31.3.2023 and their report will be considered alongside the Annual Governance and Accounting Return (AGAR) for the year to 31.3.2023, at our meeting in June. This will enable the Finance and General Purposes Committee to meet to consider the detail of the report before it is presented to full council. The AGAR must be submitted to our external auditor (with supporting documentation) no later than 30th June.

The period set aside for electors to view the accounts and supporting papers is likely to start on Monday 12th June and end on Friday 14th July.

3. Training

Whether a new councillor or returning councillor, training is available through a variety of sources including the National Association of Local Councils, the Society of Local Council Clerks and a variety of both local and national organisations. New internal auditors Mulberry, for example, offer zoom training sessions at very reasonable rates. As a cost is involved, approval by the town council for expenditure on training is required so if you become aware of a training course for councillors that you would like to attend, please let the clerk know so this can be arranged for you and the cost properly authorised. Similarly, if there is a subject you feel you'd like further training on, please let the clerk know so she can research suitable providers.

4. Market Towns Investment Plan

Members may recall that a meeting was proposed by Herefordshire Council to review the Market Town Investment Plan for Kington with an officer of Herefordshire Council so that work

can begin on proposals identified in the plan. The officer identified has been unwell for some months so Herefordshire Council are proposing reviewing this work starting in June.

5. **Market Town Maintenance Fund**

As reported at the last few meetings, a response is still awaited from BBLP on the status of the next phase of work under the Market Town Maintenance Fund.

6. **Funding for Events and Festivals**

Herefordshire Council has announced funding available for Events and Festivals through the Shared Prosperity Fund which is available for applications from Town and Parish Councils. The Clerk is to attend a briefing for the market town clerks next week on this funding and will report back to the next meeting.

7. **Transport Study**

Consultants acting on behalf of Herefordshire Council have confirmed that the consultation material for the long awaited Transport Study is now available to us and a response is required in early July. This arrived too late to be included on the agenda for this meeting but will be discussed at a later meeting.

8. **Banking Hub**

The Clerk has received correspondence forwarded from a member of the public indicating that a proposal for a banking hub is to be made for Kington. This has arrived too late for inclusion on today's agenda but the Clerk is obtaining further information and will report to the next meeting.

9. **Recreation Ground**

Poor weather over the weekend of the May Fair has left some damage to the grass of the Recreation Ground. This will be addressed by the new Recreation Ground Management Committee as soon as possible, should anyone ask.

10. **Open Arms Kington Event**

Open Arms Kington has invited the Mayor and Members to an Introduction to the Open Arms Kington Community Hub and Pub Project to be held on Thursday 25th May at 12 noon. A copy of the invitation has been sent separately to members and you are asked to notify Open Arms Kington of your intention to attend.

Kington Town Council
Schedule of payments approved on 15th May 2023

Voucher #	Payee	Payment type:	Detail		Minute Ref.	Net	VAT	Total Payment
Payments now due								
11	Lloyds Bank	DD - 17.4.2023	Credit card charges: zoom licence, ink, fee			£		£ -
12	PEAC Finance	DD - 8.5.2023	Copier lease - final payment			£ 34.70	£ 6.35	£ 41.05
13	Vision ICT	BACS	Email hosting			£ 163.40	£ 32.68	£ 196.08
14	Herefordshire Council	BACS	Office Rental - May		FC-090-21	£ 288.00	£ 57.60	£ 345.60
15	John Cromar's Arboricultural	BACS	Rec Grant - Tree Safety Survey		FC208-18	£ 190.00		£ 190.00
16	John Cromar's Arboricultural	BACS	Tree Safety Survey - Churchyard		FC029-23	£ 350.00	£ 70.00	£ 420.00
17	Kevin Robinson	BACS	Mileage - Parish Footpaths Officer Meetings		FC029-23	£ 100.00	£ 20.00	£ 120.00
18	I. J. Wood-Johnson	BACS	Rec Grant - Repairs to bins, benches etc.			£ 35.20		£ 35.20
19	Gazon Vert	BACS	Rec Grant - weed & moss treatment		FC043-23(b)	£ 1,160.00		£ 1,160.00
20	Orphans Press Ltd.	BACS	Festival Brochure Printing			£ 325.00		£ 325.00
21	HMRC	BACS	Tax, NI on staff salaries in April		FC180-22	£ 1,374.00		£ 1,374.00
22	Glide Media	BACS	Distribution costs for Festivals Brochure			£ 1,010.53		£ 1,010.53
23	Higround Maintenance	BACS	Rec Grant - Grass cutting		FC180-22	£ 370.00	£ 74.00	£ 444.00
24	Kington Forge	BACS	Rec Grant - memorial gates work		FC-043-23(b)	£ 136.32	£ 27.26	£ 163.58
25	Kington Building supplies	BACS	Rec Grant - repair materials		FC-043-23(b)	£ 3,283.34		£ 3,283.34
26	Countrywide	BACS	Rec Grant - Grass cutting - March			£ 16.42	£ 3.28	£ 19.70
27	Rialtas Business Solutions	BACS	Software support & maintenance			£ 150.00	£ 30.00	£ 180.00
28	Kington Tourist Group	BACS	Annual Grant (agenda iatem 12(a))			£ 106.88	£ 21.38	£ 128.26
29	Mulberry and Co.	BACS	Internal Audit Fee			£ 2,500.00		£ 2,500.00
30	Lloyds Bank	DD - 16.5.2023	Office expenses - Ink, software licence etc.			£ 249.75	£ 49.95	£ 299.70
31	Amazon EU	BACS	Stationery			£ 84.21	£ 16.25	£ 100.46
32	Herefordshire Council	BACS	Office Rental - June			£ 15.23	£ 3.06	£ 18.29
						£ 190.00		£ 190.00
			Total payments this month excluding salaries			**£ 12,132.98**	**£ 411.81**	**£ 12,544.79**
FOR INFORMATION								
Payments made as a grant:								
	Rec Grant							
Salary payments (net) for month of April:						£ 5,421.08	£ 130.54	£ 5,551.62
								£ 3,034.53
								£ -