



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 15th January 2024 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – Chair
Cllr. R. Banks
Cllr. B. Bishop -agenda item 4 onwards
Cllr. A. Dixon
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant clerk

9 members of the public
1 member of the press

Agenda

- | Item | Minute | |
|------|--------|--|
| 1 | 001-24 | To note apologies for absence, declarations of interest and requests for dispensation
Apologies were noted from Cllrs.T. Bounds and N. Cornish. Ward Councillor Terry James also sent his apologies for the meeting. Cllrs. J. Gardner and K. Greig declared an interest in agenda item 11(a), Planning as members of the management committee of the Oxford Arms. There were no requests for dispensation |
| 2 | 002-24 | Minutes of the meeting held on 6th November 2023
The Minutes of the meeting held on 6 th November 2023, 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. |

- 3 **003-24 Public Participation**
- a) **Police Report**
 There was no representative from West Mercia Police in attendance at the meeting. The Clerk read a brief report indicating that there were no incidents in the period since the last meeting.
- b) **Ward Councillor Report**
 There was no report from the Ward Councillor who was not in attendance at the meeting.
- c) **Matters raised by members of the public in attendance**
 A member of the public explained the role of the First Responders, the training they receive and the current recruitment drive in Kington. The Council thanked her for her service and for attending the meeting.
- 4 **004-24 Town Council vacancies**
 One candidate for co-option was present at the meeting and presented a personal statement to members. After due consideration, Cllr. Buzz Bishop was duly co-opted to the Town Council and signed a Declaration of Acceptance of Office before taking her place on the Council. It was noted that there remains one vacancy on the Town Council.
- 5 **005-24 Mayor's Report**
 Members noted a verbal report from the Mayor highlighting attendance at a Carol Service in Leominster Priory before Christmas.
- 6 **006-24 Clerk's Report**
 The Clerk's report as attached was noted. In response to a query about the Market Hall Building, the Clerk will enquire when the shuttering will be removed and when repairs to the Market Hall, damaged prior to Christmas, will take place.
- 7 **007-24 Financial Matters**
- a) **Payments made in December under delegated powers**
 Payments totalling £5,021.33 (inclusive of VAT where applicable) paid under delegated powers in accordance with Standing Orders as attached to these Minutes, were approved.
- b) **Payments due January 2024**
 Payments totalling £6,307.12 (inclusive of VAT where applicable) as attached to these Minutes, were approved.
- c) **Receipts**
 Members noted interest payments received since the last meeting.

- d) **Grant payment request from Kington Recreation Ground Trust**
It was agreed that a previously agreed grant awarded to Kington Recreation Ground Trust of £4,000 to support salary payments be now paid.
- e) **Grant request from Kington Recreation Ground Trust for financial year 2024/5**
Members noted and agreed a request from Kington Recreation Ground Trust for the sum of £97,000 for financial year 2024-5 to be held by the Town Council and used for goods and services for on behalf of the Trust.
- f) **2024/5 Budget**
Cllr. R. Banks presented the draft budget for 2024-5. After due consideration, the draft budget as attached to these Minutes was agreed. Members noted that the proposed increase in precept to £125,000 for the year represented an increase of just under £7 per year for a band d equivalent property in Kington, bringing the total parish element of total council tax for band d equivalent properties to £137.92 for 2024/5 (£131 for 2023/4).
- g) **2024-2025 Precept**
It was agreed that the precept for 2024-5 of £125,000 be requested from Herefordshire Council.
- h) **Insurance**
Members noted and agreed renewal of the Town Council insurance policies for 2024/5.

8 008-24 Tree Warden appointment

Richie Cotterell, as retiring Tree Warden, introduced Andrew and Sarah Rickett as candidates for joint Tree Warden for the Town. After due consideration, it was agreed that Andrew and Sarah Rickett be appointed joint Tree Warden. Members thanked Mr. Cotterell for his service as Tree Warden for many years.

9 009-24 Festivals Brochure

After a brief discussion, it was agreed to prepare a Festivals brochure for 2024 as in previous years at a budget cost of £3,500.00. It was agreed that a working party consisting of Cllrs. R. Banks, B. Bishop, A. Dixon and R. Widdowson would work with the Chamber of Trade and representatives from the various festivals and groups in Kington to produce the brochure. The first meeting of the group would provisionally take place on Monday 29th January.

10 010-24 Christmas Lights

Members noted the successful Christmas Lights switch on in December and thanked members of the working party but in particular the Chamber of Trade for bringing together the event. Lights in Kington were voted the second favourite in the County in the Hereford Times for 2023.

The contract with Lite Ltd. for the supply and installation of Christmas Lights which had been for three years has now ended. Members agreed that a working party consisting of Cllrs. R. Banks, A. Dixon, P. Sell and M. Woolford together with representatives from the Chamber of Trade be authorised to enter into negotiations with contractors for the supply and installation of Christmas Lights for the current and future years, with a view to presenting their findings to Council for consideration later in the year.

11 181-23 Planning Matters

a) Applications now due for consideration

The following planning application was considered:

- Ref: 233561
Site: Oxford Arms, Duke Street, Kington
Dev: Proposed installation of accessible WC and unisex WC facility at ground floor. Fire upgrades to existing doors, walls and ceiling. Mechanical and electrical upgrades. Formation of new escape corridor. Removal of faux timber framing to restaurant area.

Clls. J. Gardner and K. Greig, as representatives of the applicants, presented the proposals and, having declared a declarable interest in the application then left the room. After due consideration, Members resolved to support the application.

Cllrs. Gardner and Greig then returned to the meeting.

b) License Application for former Nisa premises

Cllr. Woolford reported that as Chair of the Planning Committee he had attended a meeting of the Licencing Committee of Herefordshire Council to present the Town Council's observations on the licence application for the former Nisa premises in the High Street, now trading as a Morrisons Local. Cllr. Woolford expressed concerns that the processes followed by Herefordshire Council during the committee hearing did not follow the processes detailed prior to the meeting taking place. The Planning Committee had resolved to raise this with Herefordshire Council, the response to which was noted by Members. Although outside the time allowed for an appeal about the decision of Herefordshire Council on the application, which Members accepted, it was resolved to lodge a formal complaint with Herefordshire Council in accordance with their Complaints Policy, that their procedures had not been followed in this instance.

12 012-24 Training

There were no requests for staff or councillor training to consider.

13 013-24 Future Committee Meetings

A revised schedule for future Town Council committee meetings until the end of the current Council year, as attached to these Minutes, was agreed.

14 014-24 Reports from Committees

The following reports were noted:

- a) Planning Committee held on 18th December
- b) Services Committee held on 18th December was inquorate.

15 015-24 Reports from Councillors

Members noted that Cllrs. E. Banks and P. Sell were arranging a clean up of the Churchyard on 1st February. The Clerk reminded members of the need for a risk assessment for this work.

It was noted that Marches Makers Festival would take place over the 4th, 5th and 6th of May.

16 016-24 Next meeting

The next meeting of the Town Council will take place on Monday 5th February 2024 at 7.00pm in the Old Police Station. The following item was raised for the agenda in addition to those identified earlier in the meeting:

- Social media presence

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

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. s106 funded zebra crossing

Since the last meeting it has been suggested that future s106 funding might be used to meet the shortfall in funding for this zebra crossing although this might be some time before it is available. Herefordshire Council/Balfour Beatty are still suggesting that the Town Council might wish to consider part funding this zebra crossing, and provision within the budget for 2024-5 might have been an option but despite several requests, there has been no confirmation of the actual amount of the budget shortfall.

2. Kington Transport Study

It is now 8 months since the Town Council submitted comments and observations for the Kington Transport Study, yet despite promises that we would receive a copy of the final draft report for review, no copy has been forthcoming. Herefordshire Council officers have referred to the report in discussions at various outside meetings. The Clerk is currently attempting to identify the current status of this Study/Report.

3. Market Hall building

There has been no progress on the proposal for the Town Council to enter into a licence to occupy the building which would incorporate authority to manage lettings of the space.

In the meantime, a request was made for the glass roof of the Place de Marines to be cleaned. This has been passed on to Herefordshire Council.

4. Public Space Protection Orders

The existing Public Space Protection Order for dog control (which for Kington includes the children's play area in the Recreation Ground) expires on 26th March 2024. Herefordshire Council emailed on 17th November, via Talk Community, requesting a formal decision of the Town Council no later than 13th December regarding the renewal. There was no response to a request for an extension of time for this, given that the Town Council had resolved not to meet in December. The lack of response and shortness of time for a formal decision has been raised, yet again, with Herefordshire Council particularly as many town and parish councils do not meeting in December and in this instances, Council Officers at Herefordshire Council had four years to plan for this renewal. Again, no response to the issues raised has been received.

5. Neighbourhood Planning/Local Plan

Members may recall that Herefordshire Council has been working on a revision of the Local Plan. A draft Local Plan consultation is now planned for March/April this year with the proposal that the new Local Plan will be adopted before June 2026. There are proposed changes to the Rural Settlement Hierarchy and meetings will be held with parishes from March this year to explain the proposed changes and how these might affect existing and proposed neighbourhood plans and will provide an opportunity to raise questions on a parish specific basis about the changes. Current advice from Herefordshire Council is that any proposal to start or review an existing plan should be held until after the briefings later in the spring.

Kingston Town Council

[illegible]

Kington Town Council

[illegible]

KINGTON TOWN COUNCIL
Budget 2024-25 agreed 15.1.2024

	Actual Year ended 31.3.2023	Total agreed Budget 2023-4	Forecast at 31.3.2024	Expenditure from Precept	Expenditure from Reserves	Agreed total budget 2024-5
RECEIPTS						
Precept	£ 117,500	£ 117,500	£ 117,500			£ 125,000.00
Interest	£ 659	£ -	£ 1,500			£ 3,000.00
Grants & Donations (see note 3)	£ 18,956	£ -	£ -			
Other (see note 3)	£ 30	£ -				
Income from markets	£ 1,890	£ 1,000	£ 1,200			£ 1,000.00
VAT refund	£ 6,977		£ 8,270			
	£ 146,012	£ 118,500	£ 128,470	£ -		£ 129,000.00
 Less: ADMIN EXPENSES (Note 1)	£ 100,133		£ 112,663	£ 104,600.00	£ 83,500.00	£ 188,100.00
Less: PROJECT EXPENSES (Note 2)	£ 113,962		£ 20,244	£ 23,500.00		£ 23,500.00
 NET REVENUE	-£ 68,083		-£ 4,437			-£ 82,600.00
 General Fund B/F	£ 251,206		£ 183,123	£ 178,686.00		£ 178,686.00
 GENERAL FUND BALANCE C/F	£ 183,123		£ 178,686	£ 178,686.00		£ 96,086.00

1. ADMINISTRATIVE EXPENSES

	Year ended 31.3.2023	Agreed Budget 2023-4	Forecast to 31.3.2023	Expenditure from Precept	Expenditure from reserves	Total Agreed budget 2024-5
£ Staff Salaries	32,042	£ 33,000	£ 42,000	£ 45,000.00	£	£ 45,000.00
£ PAYE & NI	12,222	£ 15,000	£ 12,500	£ 10,000.00	£	£ 10,000.00
£ Pension	-	£ 700			£	-
£ Audit fees	890	£ 1,200	£ 880	£ 950.00	£	£ 950.00
£ Churchyard Maintenance	-	£ 2,000	£ 6,000	£ 5,000.00	£	£ 5,000.00
£ Churchyard grass cutting	1,500	£ 2,500	£ 2,500	£ 3,000.00	£	£ 3,000.00
£ Election Costs	-	£ 4,400	£ 223		£ 1,000.00	£ 1,000.00
£ Equipment purchases	38	£ 500	£ 200	£ -	£ 500.00	£ 500.00
£ Grants - Community Grants	4,048	£ 5,000	£ 5,000	£ 5,000.00	£	£ 5,000.00
£ Insurance	4,395	£ 5,500	£ 5,000	£ 6,000.00	£	£ 6,000.00
£ Maintenance	-	£ 1,000	£ 500	£ 500.00	£	£ 500.00
£ Mayors Allowance	-	£ 1,000	£ 1,000	£ 1,000.00	£	£ 1,000.00
£ Markets running costs	-	£ 500	£ 500	£ 500.00	£	£ 500.00
£ Office Rental	2,280	£ 3,000	£ 2,280	£ 3,000.00	£	£ 3,000.00
£ Office Costs	3,412	£ 4,750	£ 1,000	£ 1,000.00	£	£ 1,000.00
£ Stationery	334	£ 600	£ 500	£ 500.00	£	£ 500.00
£ Bank Charges	216	£ 200	£ 250	£ 250.00	£	£ 250.00
£ Printing & Copying	1,508	£ 1,200	£ 1,500	£ 1,200.00	£	£ 1,200.00
£ Postage	128	£ 150	£ 100	£ 150.00	£	£ 150.00
£ Subscriptions	226	£ -	£ 400	£ 400.00	£	£ 400.00
£ Telephone/broadband	1,365	£ 1,500	£ 1,200	£ 1,200.00	£	£ 1,200.00
£ Tourist Information Centre	2,500	£ 2,500	£ 2,500	£ 2,500.00	£	£ 2,500.00
£ Training	-	£ 450	£ 800	£ 300.00	£	£ 300.00
£ Travel	32	£ 50	£ 50	£ 50.00	£	£ 50.00
£ Website	-	£ 400	£ 200	£ 200.00	£	£ 200.00
£ IT	1,249	£ 750	£ 850	£ 800.00	£	£ 800.00
£ War Memorial	-	£ 5,000	£ 2,795	£ -	£ 1,000.00	£ 1,000.00
£ Covid Response	2,425	£ -	£ -		£	-
£ Sundries	-	£ 50	£ 435	£ 100.00	£	£ 100.00

Kingston Recreation Ground Grant	£	21,053	£	67,000	£	15,500	£	16,000.00	£	81,000.00	£	97,000.00
VAT on purchases	£	8,270			£	6,000						
TOTAL ADMINISTRATIVE EXPENSES	£	100,133	£	159,900	£	112,663	£	104,600.00	£	83,500.00	£	188,100.00

2. PROJECT EXPENSES

	Year ended 31.3.2023	Total agreed budget 2023-4	Forecast to 31.3.2024	Expenditure from Precept	Expenditure from Reserves	Agreed total budget 2024-5
Projects - Armed Forces Day	£ -	£ 1,500	£ -	-		
Projects - Christmas Decorations	£ 6,368	£ 13,000	£ 13,000	£ 15,000.00	£	£ 15,000.00
Projects - Shop Front Grants	£ 89,338	£ -	£ -	-	£	£ -
Projects - Festivals Marketing	£ 2,493	£ -	£ 1,744	£ 2,500.00	£	£ 2,500.00
Projects - Map	£ 2,998	£ -	£ -	-	£	£ -
Projects - Kingston in Bloom	£ 12,265	£ 5,500	£ 5,500	£ 6,000.00	£	£ 6,000.00
Projects - Coronation	£ 500					
TOTAL PROJECT EXPENSES	£113,962.00	£20,000.00	£0.00	£23,500.00	£0.00	£23,500.00

3 RECREATION GROUND TRUST GRANT

Running Costs	£	1,692	£	2,000	£	2,000	£	4,000.00	£	4,000.00		
Maintenance	£	1,992	£	2,500	£	7,000	£	30,000.00	£	30,000.00		
Salary support	£	4,000	£	4,000	£	4,000	£	7,000.00	£	7,000.00		
Grass cutting	£	2,042	£	2,000	£	2,000	£	5,000.00	£	5,000.00		
Cottage maintenance	£	1,615	£	40,000	£	500	£	48,000.00	£	48,000.00		
Purchases	£	9,712	£	-	£	-	£	-	£	-		
Asset transfer/legal fees							£	3,000.00	£	3,000.00		
Misc	£	-	£	-	£	-	£	-	£	-		
Total	£	21,053	£	50,500	£	15,500	£	16,000.00	£	81,000.00	£	97,000.00

Tax base	£	897										906.32
Council tax equivalent per band D property	£	131									£	137.92

Kington Town Council Meeting Schedule - Revised January 2024

MONDAYS

	Full Council	Finance, Personnel & GP	Planning & Environment	Scrutiny	Recreation Ground Trust	Recreation Ground Mgmt Group
Jan 2024	15				15	
February	5		19			5
March	4 + 25	18	18		4	
April	8		22			22
May	6	20	20			

Additional meetings of committees may be arranged as required
All meetings to take place at the Old Police Station, unless indicated otherwise
For details of times of meetings, please check the website: www.kingtontowncouncil.gov.uk
Version: January 2024