



# 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 5<sup>th</sup> February 2024 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

Cllr. E. Banks – Chair  
Cllr. R. Banks  
Cllr. B. Bishop  
Cllr. A. Dixon  
Cllr. M. Fitton  
Cllr. K. Greig  
Cllr. P. Sell

Cllr. M. Woolford

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant clerk  
3 members of the public  
Cllr. T. James – Ward Councillor Herefordshire  
Council  
1 member of the press

### Agenda

- | Item | Minute   |
|------|--|
| 1    | <b>017-24 To note apologies for absence, declarations of interest and requests for dispensation</b><br>Apologies were noted from Cllrs.T. Bounds, N. Cornish, J. Gardner, E. Rolls, R. Warne & R. Widdowson. There were no declarations of interest and no requests for dispensation   |
| 2    | <b>018-24 Minutes of the meeting held on 15<sup>th</sup> January 2024</b><br>The Minutes of the meeting held on 15 <sup>th</sup> January 2024, 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    | <b>019-24 Public Participation</b><br>a) <b>Police Report</b><br>There was no representative from West Mercia Police in attendance at the meeting. The Clerk read a brief report from the police on incidents reported. Members were also aware of additional incidents not reported by the police which the Clerk will check and confirm. |

**b) Ward Councillor Report**

The Council noted a verbal report from Cllr. James including an update on budget matters relating to Herefordshire Council, changes to proposals relating to car parking charges and library opening hours.

**c) Matters raised by members of the public in attendance**

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

**4 020-24 Mayor's Report**

Members noted a verbal report from the Mayor highlighting progress on matters relating to the Recreation Ground and a report on volunteer activity in the Churchyard.

**5 021-24 Clerk's Report**

The Clerk's report as attached was noted.

**6 022-24 Financial Matters**

**a) Payments**

Payments totalling £7,632.52 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

**b) Internal Audit arrangements**

Having recently agreed the appointment of Mulberry & Co. as internal auditors for the current year, it was resolved to enter into a three year agreement with Mulberry & Co. for internal audit services for the Town Council.

**c) Community Grant Request**

It was agreed to award a grant of £500.00 to Kington and District Operatic Society to fund costume hire for their forthcoming performance

**7 023-24 Using Social Media**

Proposed by Cllr. Dixon, it was agreed to set up a working party consisting of Cllrs. A. Dixon, R. Banks, M. Fitton, B. Bishop and the Clerk and/or assistant Clerk to consider the potential use of social media by the Town Council to promote communications with residents. The group will prepare a report for consideration at the April meeting of the Town Council.

**8 024-24 Planning Matters**

**a) Applications now due for consideration**

The following planning applications were considered:

- Ref: 240044  
Site: 32 Duke Street, Kington  
Dev: Tree works in conservation area.

Members considered this application and resolved to offer no objections to the proposed works.

- Ref: 240058/9  
Site: 38-38(a) High Street, Kington  
Dev: Proposed installation of automated teller machine with associated signage (to include advertisement consent)

After consideration Council resolved to object to the proposal on the grounds that the proposed location on the High Street in a conservation area would not be in keeping with the area. It was also noted that the location is a narrow section of the footpath would lead to the path being blocked when the cash machine is used making it difficult for people to pass. Concerns were also expressed that some would park on the yellow lines outside the shop whilst accessing the machine. A preferred location could be inside the shop (particularly noting the 24 opening hours) or at the rear which would not block the pavement and would enable parking much closer.

**b) License Application for the Old Picture House**

Council agreed to support the application for a licence for the Old Picture House to be able to offer films and live music from Monday to Sunday 10.00 – 23.00.

**9 025-24 Herefordshire County Plan Consultation**

It was resolved to delegate authority to the clerk to respond to the County Plan consultation, noting that the questions being asked were badly phrased and too vague to suggest a meaningful response.

**10 026-24 Annual Town Meeting**

It was agreed that the Annual Town Meeting for 2024 would take place on Wednesday 22<sup>nd</sup> May 2024 at 7.00pm in the Old Police Station. Members were encouraged to invite nominations for a Civic Award from members of the public.

**11 027-24 Litter and Pavement Sweeping**

In the absence of the proposer of this agenda item, this item was deferred to the next meeting.

**12 028-24 Town and Parish Council Charter**

Noting that Herefordshire Council are to draft an updated Town and Parish Council Charter, it was resolved to nominate the Clerk to act on behalf of the Town Council in the working party to be set up to draft this document.

**13 029-24 Festivals Brochure**

A verbal report on the first meeting of the working party to put together the Festivals brochure was noted. The document will be broadly similar to previous years with some additions to the events highlighted.



**14      030-24      Committee memberships**

The following additional members of committees were agreed:

Cllr. B. Bishop: Planning and Environment Committee  
Finance, Personnel and General Purposes Committee  
Scrutiny Committee

Cllr. A. Dixon    Planning and Environment Committee  
Finance, Personnel and General Purposes Committee

**15      031-24      Training Requests**

It was agreed that Cllrs. A. Dixon and R. Banks attend a NALC training session on the use of Social Media at a cost of approximately £60.00 each.

**16      032-24      Reports from Councillors**

Cllr. Banks noted that the Town Council contribution to the MidBorder News is now due.

It was noted that a follow up on the Nisa Licence application has not yet been made.

**17      033-24      Next meeting**

The next meeting of the Town Council will take place on Monday 4<sup>th</sup> March 2024 at 7.00pm in the Old Police Station. There were no further items for the agenda other than those mentioned earlier in the meeting.

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

**Kington Town Council**  
**Meeting held 5<sup>th</sup> February 2024**  
**Appendix 1: 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. s106 funded zebra crossing**

There has been no further action or advice received on this project from Herefordshire Council

**2. Kington Transport Study**

It is now 9 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 advised that the draft document is currently in the hands of consultants who are devising recommendations for submission to Herefordshire Council and have not responded to the suggestion that the Town Council could assist in this process.

**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 although the clerk has confirmed that she is willing to act as booking agent for this Herefordshire Council building. Similarly, there is no progress to report on the request for the glass roof of the Place de Marines to be cleaned.

**4. Community Grants**

The final round of applications for community grants from the Town Council for 2023/4 has now opened and will be considered at the end March meeting. [An application form and terms and conditions](#) can be found on the website. Please pass this on to any community group that might benefit from a community grant.

**5. Civic Awards 2024**

The Town Council civic awards are an opportunity to honour local heroes in Kington and can be nominated by any resident, including Town Councillors. A copy of the policy and nomination forms for this year can be found on our [website](#). Please encourage members of the public to forward their nominations no later than 31<sup>st</sup> March. Civic Awards are presented at the Annual Town Meeting.

**6. Committee meetings**

A reminder that there were committee meetings in January so no reports from committees on the agenda for this meeting.

## Schedule of payments due February 2024

**FOR INFORMATION**