



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 8th April 2024 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – Chair
Cllr. R. Banks
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. A. Dixon
Cllr. M. Fitton
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Cllr. T. James – Herefordshire Council
1 member of the press
8 members of the public

Agenda

Item	Minute
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|---|---------------|---|
| 1 | 051-24 | To note apologies for absence, declarations of interest and requests for dispensation
Apologies were approved from Cllr. T. Bounds on the grounds of ill health. Apologies were also noted from Cllrs. J. Gardner and R. Widdowson |
| 2 | 052-24 | Minutes |
| | a) | Minutes of the meeting held on 4th March 2024
The Minutes of the meeting held on 4 th March 2024, which had 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. |
| | b) | Minutes of the meeting held on 25th March 2024
The Minutes of the meeting held on 25 th March 2024, which had 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 **053-24 Public Participation**
- a) Police report**
- There were no representatives from West Mercia Police in attendance and no report had been provided
 - Members noted a request for policing priorities and agreed that the previously agreed priorities, being anti social behaviour and speeding vehicles through the town, should be continued.
- b) Ward Councillor report**
- Members noted the verbal report from Ward Councillor Terry James, highlighting the recent Ofsted Report into Herefordshire Council's Children's Services and proposals for the improvement of the service going forward under the direction of a new Director.
- c) Matters raised by members of the public in attendance**
- The members of the public in attendance raised matters relating to the Herefordshire Council consultation on the Draft Local Plan. Matters raised were addressed under agenda item 7, which was taken at this point, and are reported in the Minute referring to that agenda item.
- 4 **054-24 Mayor's Report**
- The Mayor's report, as attached to these Minutes, was noted.
- 5 **055-24 Clerk's Report**
- The Clerk's report, as attached to these Minutes, was noted. It was further noted that although no progress on the possible additional defibrillator in the town, this is to be pursued by the Chamber of Trade.
- 6 **056-24 Financial Matters**
- a) Payments**
- Payments totalling £1,829.94, as attached to these Minutes, were approved.
- b) Earmarked Reserves**
- Members approved the recommendation of the Finance, Personnel and General Purposes Committee for the movement on earmarked reserves for the year ended 31.3.2024, as attached to these Minutes.
- 7 **057-24 Herefordshire Local Plan**
- Members noted that Herefordshire Council are now conducting a consultation into the draft Local Plan for Herefordshire with the consultation running from 25th March to 20th May 2024. The consultation documentation is available online although Herefordshire Council officers will be available at the Market Hall in the morning on Friday 12th April to provide information on the proposals. All meeting attendees were strongly encouraged to submit individual responses to the consultation as the response by the Town Council will only be considered a single response.

A number of concerns were raised by members of the public in attendance relating to the potential for traffic issues, suitability of a site indicated in the plan for development within the town and the impact on public open space were raised. It was confirmed that the sites listed in the plan were identified by Herefordshire Council following an earlier public consultation in which residents of the county indicated a preference for development within the market towns rather than throughout the county. The clerk confirmed that whilst the Market Town Councils had been updated on the progress of the Local Plan some time ago, there had been no direct input to Herefordshire Council's site selection process.

It was agreed that in order to give sufficient time for consideration of the proposals contained within the draft document, that an additional town council meeting be held on Monday 22nd April at 6.00pm in the Old Police Station, Market Hall Street, Kington for the purpose of drafting a response to the consultation by the Town Council.

9 058-24 Christmas Lights

a) Report from the Christmas Lights Working Party

Cllr. R. Banks reported that the Christmas Lights Working Party are awaiting proposals from suppliers for the 2024 season and would report back to the next meeting.

b) Christmas Lights Switch On Event

It was agreed that the Switch on event for 2024 would take place on Saturday 30th November 2024. It was confirmed that the total budget for the lights and event is £15,000.00

10 059-24 Kington in Bloom

a) Planter repair and refilling

Having sought quotations for repairs to the 29 planters, clearing out and refilling with suitable compost and seasonal plants, the Clerk confirmed that one quotation has been received. After due consideration, it was agreed to accept the quotation from J&P Turner at a cost of £2,460.00 (plus VAT) for this work plus an additional £620.00 (plus VAT) to repaint the planters with preservative to extend their life.

b) Planter and hanging basket ongoing maintenance

After due consideration it was agreed to accept a quotation from J&P Turner for £550 per month for watering, clearing, feeding and replacing of plants as necessary in the planters and hanging baskets during the growing season provisionally estimated as being from 1st May to 31st October 2024.

11 060-24 Using Social Media

Cllr. R. Banks reported on training he had recently attended with Cllr. Dixon on the use of social media by town and parish councils. Following this training, the social media working group discussed and now wished to propose that the Town Council establishes a Facebook page to highlight activities of the Town Council and in

particular to drive traffic to the Town Council website for statutory notices and other communications. It was further proposed that the agreed working party drafts a schedule of posts for periodic reports to the Town Council and that a contractor be engaged initially to set up the page and post appropriate links. Data from a trial period would be gathered to judge impact with a view to reviewing this activity in six months. Members would be encouraged to repost appropriate Town Council posts on their own social media accounts and a social media policy is to be drafted for consideration to guide this.

After due consideration, this proposal was agreed in principle and the Clerk was authorised to seek bids for consideration from suitable freelancers or agencies to take this project forward.

12 061-24 Training Requests

There were no requests for training for councillors or staff members.

13 062-24 Reports from Committees

Members noted the Minutes from the following committee meetings:

- Planning & Environment committee meeting held on 18th March 2024, and
- Finance, Personnel & General Purposes committee meeting held on 18th March 2024.

There were no questions raised on items from these committee meetings.

14 063-24 Reports from Councillors

- Cllr. R. Banks noted reports of rats being attracted by bird seed being left on walls in some areas of town
- Cllr. Warne noted how the statue of Fly the Walking Dog of Kington is an asset to the town.

15 064-24 Next meeting and items for the agenda

The next full meeting of the Town Council will take place on Monday 13th May 2024 at 7.00pm in the Old Police Station, Market Hall Street, Kington. There were no items raised for the next agenda.

As noted earlier in the meeting, an extra meeting will take place on Monday 22nd April 2024 at 6.00pm in the Old Police Station, Market Hall Street, to discuss and agree the Town Council's response to the draft Herefordshire Local Plan.

16 065-24 Exclusion of the Press and Public

It was resolved that due to the confidential nature of the business of the next two agenda items, that members of the public and press be excluded from the following two agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

17 066-24 Civic Awards 2024

Members noted five nominations for a Community Award in accordance with the Civic Awards Policy for 2024. Following a vote, one community award and one Mayor's special award were agreed. There were no nominations for a young person award. The awards will be presented at the Annual Town Meeting in May.

18 067-24 Use of the Market Hall

The draft licence to use the Market Hall was presented and it was agreed in principle, subject to two minor amendments and confirmation of the total cost including fees, to enter into the agreement which would enable the weekly market to continue in the Market Hall and enable the Town Council to assume responsibility for bookings of the space by community groups. The Clerk confirmed that Herefordshire Council will levy a charge for all usage which the Town Council will be required to collect and pass on to Herefordshire Council. Terms and conditions of hire will be presented to the next full meeting of the Town Council. It was hoped this arrangement will make it easier for community groups to be able to use the Market Hall.

There being no further business, the meeting was closed.

Kington Town Council
Meeting held on 8th April 2024
Mayor's Report

I represented Kington Town Council at the Declaration of Patricia Churchward as High Sheriff of Herefordshire at Hereford Cathedral on Saturday 23 March.

I also attended the Mayors meeting at the Herefordshire Archives and Records Centre at Fir Tree Lane on Tuesday 19 March where we had a tour lead by Rhys Griffith, Head Archivist.

I attended the Kington Chamber of Trade AGM at the Burton Hotel on 19 March 2024

Have worked on the hand-over of Crooked Well and the application of the Recreation to the Land Registry.

Elizabeth Banks
08.04.2024

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 over a year 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. Defibrillator

Members will probably be aware that the defibrillator is now operational again. Unfortunately, the new pads that were reported as ordered at the last meeting took some two weeks to be delivered, having been held up by the courier for a considerable amount of time. For any future orders, the supplier will be asked not to use the courier involved.

4. Financial year end

The financial year end was end of March so work has commenced on preparation for the two audit processes. The internal audit is booked for May 8th and papers will need to be sent to the external auditors no later than 1st July.

5. Herefordshire Council's Local Plan consultation

Whilst this is the subject of a separate agenda item, members should be aware that this process is a Herefordshire Council one and many residents are unclear of what the Local Plan is or the Town Council's role in this process. There will be further discussions later in the meeting but members are asked to encourage residents to complete the online consultation rather than direct their comments to the Town Council/Clerk.

Kington Town Council
Schedule of payments approved on 8th April 2024

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments now due							
1	HMRC	BACS	Tax & NI due on March salaries		£ 788.99		£ 788.99
2	Herefordshire Council	BACS	Office Rental - April		£ 190.00		£ 190.00
3	Rialtas business Systems	BACS	Annual support& maintenance for accounting software		£ 192.00	£ 38.40	£ 230.40
4	Amazon Business	BACS	Stationery - copier paper		£ 41.32	£ 8.26	£ 49.58
5	Highground Maintenance	BACS	Rec Grant - Grass cutting		£ 136.32	£ 27.26	£ 163.58
6	EE	DD - 12.4.2024	Mobile Phone charges		£ 21.58	£ 4.32	£ 25.90
7	Lloyds Bank	DD - 16.4.2024	Credit card charges		£ 18.41	£ 3.08	£ 21.49
8	Vision ICT	BACS	Email hosting		£ 300.00	£ 60.00	£ 360.00
							£ -
							£ -
			c				£ -
							£ -
							£ -
							£ -
							£ -
							£ -
			Total payments this month excluding salaries		£ 1,688.62	£ 141.32	£ 1,829.94

FOR INFORMATION

Total of payments made through grants received:							
Total of payments made as a grant							
	Rec Grant				£ 18.41	£ 3.08	£ 21.49
							£ -
							£ -
	Total paid as salaries (net) - March 2024						£ 3,482.90

Kington Town Council

Meeting held 8.4.2024

Agreed movement on Earmarked Reserves for year ended 31.3.2024

Account	Current balance	Agreed transfer	Closing balance	Comment/Notes
EMR Recreation Ground	£ 63,465.00	£ 14,535.00	£ 78,000.00	To reflect expected repair costs to cottage
EMR Projects - War memorial	£ 2,205.00	£ 1,205.00	£ 1,000.00	To reflect current plans for site
EMR Projects - Christmas Lights	£ 3,893.53	£ 11,106.47	£ 15,000.00	To reflect expected costs for lights
EMR Projects - Churchyard	£ 2,500.00	£ 2,500.00	£ 5,000.00	To reflect expected additional tree work
EMR Projects - Shop Front	£ 1.50	£ 1.50	-	Project completed
EMR Projects - Map	£ 2,002.50	£ 2,002.50	-	Project completed
EMR Projects - Planters	£ 235.00	£ 235.00	-	Project completed
EMR Projects - Green Spaces	£ 288.37	£ 288.37	-	Project completed
EMR Projects - Festivals Grant	£ 6.60	£ 6.60	-	Project completed
	£ 74,597.50	£ 24,402.50	£ 99,000.00	