



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 13th May 2024 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – Chair (agenda item 1 only)
Cllr. R. Banks
Cllr. B. Bishop
Cllr. T. Bounds
Cllr. N. Cornish
Cllr. A. Dixon
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell – Chair (agenda item 1
onwards)
Cllr. R. Warne
Cllr. M. Woolford
Cllr. R. Widdowson

IN ATTENDANCE

Cllr. T. James – Herefordshire Council

1 member of the press

1 member of the public

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Town Clerk

Agenda

Item	Minute
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1	073-24	Elector of Town Mayor
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Cllr. E. Banks, opened the meeting and after calling for nominations, proposed Cllr. P. Sell as Mayor for the forthcoming year. The proposal was seconded and after a vote, Cllr. P. Sell was duly elected Mayor for the forthcoming year. Cllr. Sell signed a Declaration of Acceptance of Office and took the Chair for the remainder of the meeting. Cllr. Sell thanked Cllr. E. Banks for service as Mayor and presented her with flowers.

PTJS

- 2 **074-24 To note apologies for absence**
There were no apologies to note.
- 3 **075-24 Declarations of Interest and requests for dispensation**
None
- 4 **076-24 Election of Deputy Mayor**
Cllr. E. Banks nominated Cllr. M. Woolford as Deputy Mayor for the forthcoming year. The resolution was seconded and following a vote Cllr. Woolford was duly elected Deputy Mayor for the forthcoming year.
- 5 **077-24 Minutes**
a) **Meeting held 8th April 2024**
The Minutes of the meeting held on 8th April 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) **Meeting held 22nd April 2024**
The Minutes of the meeting held on 22nd April, 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.
- 6 **078-24 Public Participation**
a) **Police report**
It was noted that representatives from West Mercia Police were unable to attend the meeting but had provided a brief written report which was read out by the clerk.

b) **Ward Councillor report**
Members noted the verbal report from Ward Councillor Terry James which included reference to notice being served by Herefordshire Council to cancel the contract with public realm contractors Balfour Beatty. Proposals for how public realm will be managed at the end of the contract period is unclear although one option might be for local contractors to be used wherever possible. It was also reported that the financial situation at Herefordshire Council is better than many principal authorities nationally. A new interim Director of Children's Services has been appointed and will join the Council shortly.

c) **Matters raised by members of the public in attendance**
There were no matters raised by members in attendance at this meeting.
- 7 **079-24 Mayor's Report**
Cllr. E. Banks, as retiring Mayor, presented her final report as attached to these minutes.

Handwritten signature/initials

8 080-24 Town Council committees

Membership of town council committees were agreed as per the list as attached to these Minutes.

9 081-24 Meeting Schedule

The meeting schedule for 2024-5 as attached to these Minutes was agreed. Members agreed that if required additional meetings can take place whenever there was a need to do so and that meetings might be cancelled if there was no business to be transacted at any scheduled meeting.

10 082-24 Town Council representatives on outside bodies

The following were elected as representatives for the Town Council on outside bodies:

Kington United Charities	Cllr. E. Banks
Lady Hawkins	Cllr. E. Rolls
Kington Festival Association	Cllr. R. Widdowson
Kington Museum	Cllr. B. Bishop
Kington Chamber of Trade	Cllr. A. Dixon
Kington Tourist Group	Cllr. M. Fitton
Kington Twinning Association	Cllr. P. Sell
KLEEN	Cllr. J. Gardner
Kington Allotment Association	Cllr. P. Sell

11 083-24 Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

Members requested that a meeting with Herefordshire Council's Chief Executive be set up to discuss some of the issues raised in the Clerk's report.

It was further agreed that an additional meeting be arranged to consider and agree projects that might be funded through a Community Infrastructure Fund application. Cllrs. J. Gardner and Cllrs. R. Warne will present proposals for consideration at the additional meeting.

12 084-24 Financial Matters

a) Kington Tourist Group Grant Request

A request from Kington Tourist Group for a grant for £2,500 towards costs associated with the Kington Tourist Information Centre was agreed.

b) Payments

Payments as attached to these Minutes amounting to £7,105.42, inclusive of VAT where applicable, were approved.

7/18

c) Receipts since the last meeting

It was noted that the first half of the precept has been received from Herefordshire Council since the last meeting. A reimbursement of VAT paid over the last financial year has also been claimed and received from HMRC.

d) Recurring payments

The following standing order and direct debit payments were agreed:

Type	Detail	Frequency
Standing Order payments:	Staff salaries	Monthly
Direct Debit payments:	British Telecom – telephone & internet	Quarterly
	EE – mobile phone	Monthly
	E-On – utilities	Quarterly
	Lloyds Bank – credit card	Monthly

e) Bank signatories

It was agreed that the following be given authority to authorise payments and/or sign cheques or instructions to the bank in accordance with the agreed bank mandate, that is for two out of the following being required to authorise each agreed payment:

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

f) Financial Examiner

It was agreed that Cllr. A. Dixon be appointed Financial Examiner for the Town Council for the current year in accordance with the duties as specified in the financial regulations.

13 085-24 Policies

The following policies were confirmed:

- Code of Conduct
- Standing Orders

Members noted that the Financial Regulations are shortly to be reviewed by the Finance, Personnel & General Purposes Committee and would be presented for adoption later this year.

PKS

- 14 086-24 Planning Matters**
Members noted the submission to Herefordshire Council under the Local Plan Consultation as agreed at the last meeting has now been uploaded to the Herefordshire Council website.
- 15 087-24 Empty building on the High Street**
It was noted that this matter had been requested by a member of the public and business owner on the High Street and involved concerns at the poor state of the building and alleged activities taking place there. The matter was deferred to the next meeting but it was also noted by the Ward Councillor that he had been in discussions with the property owners regarding this property.
- 16 088-24 Update on Christmas Lights 2024**
Cllr. R. Banks updated members on current negotiations with potential suppliers of Christmas lights. A proposal will be put to the June meeting of the Town Council.
- 17 089-24 Public Rights of Way Funding**
It was noted that following an announcement of additional funding for public rights of way it was currently unclear whether this funding is to be made available to those parishes who are not members of the Lengthsman Scheme. This agenda item was therefore deferred until the funding is clearer but in the meantime it was agreed that this be included in matters to be discussed with Herefordshire Council's Chief Executive.
- 18 090-24 Rural Services Network**
It was agreed to renew the Town Council's membership of the Rural Market Town Group of the Rural Services Network at a cost of £100.00 (+VAT) for the year.
- 19 091-24 Rural Small Towns Study**
Following an approach from the University of Leicester, it was agreed that Cllrs. J. Gardner, M. Fitton, P. Sell, R. Warne and M. Woolford be authorised to represent the Town Council in an academic study of Rural Small Towns.
- 20 092-24 D-Day Celebrations**
A report from Kington Chamber of Trade on D-Day celebrations was noted. In particular members were reminded of remembrance service at the War Memorial on Sunday 2nd June commencing with a parade to the War Memorial from the Market Hall for the 11am service. There will also be a lighting of the beacon at the Golf Club on June 6th and displays and a ratio book trail in the town through the period.
- 21 093-24 Reports from Councillors**
The following items were noted during this agenda item:

PTB

- A request for British Telecom to repair two public telephone boxes in Kington that are in a poor state of repair
- A request that the public realm contractor sweeps the Place de Marine regularly
- A request that public artwork be display on scaffolding erected by Herefordshire Council by the public toilets
- A request that if or when a tree is felled that consideration be given to using the wood for a sculpture or artwork
- A request for the former toll house at Headbrook, located within Lyonshall Parish, be repaired.

22 094-24 Annual Town Meeting

Members were reminded that the Annual Town Meeting would take place in the Old Police Station at 7pm on Wednesday 22nd May. The event will include presentation of Civic Awards and reports from a number of voluntary sector organisations working within the Town.

23 095-24 Date and time of next meeting and items for the agenda

As previously agreed, the next full council meeting will take place on Monday 3rd June at 7.00pm in the Old Police Station, Market Hall Street. In addition to the items previously raised for the agenda, it was agreed that an update on Social Media proposals would be included.

It was further agreed that an additional meeting of the Town Council on Monday 20th May at 5.30pm in the Old Police Station, Market hall Street to consider and agree suitable projects and the submission of an expression of interest for funding to be made to the Community Infrastructure Fund.

24 096-24 Exclusion of the press and public

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

25 097-24 Market Hall

a) Licence to Occupy

Noting that amendments have been made as requested, it was agreed that the Town Council enter into a Licence to Occupy the Market Hall for the purpose of holding regular markets and community events in accordance with the term of the Licence document as circulated to members prior to the meeting.

b) Market Hall Bookings

The draft Market Hall Booking form for community bookings was agreed.

RJC

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

PLS

Mayor's Report 13.05.2024

On Sunday 21 April I was invited to attend the Hereford Civic Service but I had to apologise because of illness.

On Friday 3 May I opened the Marches Makers Festival in St Mary's church Kington. This were masterly exhibitions organised by the Marches Makers Festival team led by Patrick Conard. Clare Conard and Peter Horrocks curated the exhibits in the church and require great praise as it was highly professional. Overall there were 43 different artists. There were five studios open for the three days and another 9 exhibits around the town including RidgeBank Gallery. This has returned to use. A spectacular brochure was drawn up to promote the show.

On Tuesday 8 May Philip Sells and I attended the Ceremonial Proclamation of the historic St Ethebert's May Fair. We paraded around the streets of Hereford which had been filled with rides and events. I would like to thank the Showman's Guild of West England, South Wales and Northern Ireland section who organised such a spectacular show.

On Thursday 9 May I will attend the welcoming of the Kington Twinning Association at the Old Picture House in Bridge Street.

Have worked on the hand-over of Crooked Well and the application of the Recreation to the Land Registry as well as issues over the cottage

I wish to thank all councillors who have contributed much to a successful year

Elizabeth Banks
07.05.2024



	Planning & Environment	Scrutiny	Finance, Personnel & General Purposes	Rec. Mgmt Group
	Meets monthly	Meets as and when necessary	Meets quarterly	Meets as and when necessary
E. Banks				
R. Banks				
B. Bishop				
T. Bounds				
N.Cornish				
A. Dixon				
M. Fitton				
J. Gardner				
K.Greig				
E. Rolls				
P. Sell				
M. Woolford				
R. Warne				
R. Widdowson				
TOTAL	11	8	10	8
QUORUM	5	5	5	4

Note: Mayor and Deputies are ex-officio members of all committees

Agreed at a meeting of the town council held on 13.5.2024

Kington Town Council Meeting Schedule - 2024-2025

MONDAYS

	Full Council	Planning & Environment	Finance, Personnel & General Purposes	Scrutiny	Recreation Ground Trust	Recreation Ground Mgmt Group
May 2024	13 & 20	20	20		13	
June	3	17		17		3
July	1	15	15		1	
August		19				
September	2	16	16		2	
October	7	21				7
November	4	18	18			4
December	2	16			2	
January 2025	13	20	20		13	
February	3	17				3
March	3	17	17		3	
April	7	21				7
May	12	19	19		12	

Additional meetings of committees or full council 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: May 2024



KINGTON TOWN COUNCIL

Meeting to be held on Monday 13th May 2024

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. Kington Transport Study

We are still awaiting sight of the Kington Transport Study for Kington. Herefordshire Council is currently conducting a consultation/survey into travel patterns as part of the larger Herefordshire Transport Study and members, and members of the public, are encouraged to submit their own responses to this plan. The Clerk recently met with Herefordshire Council's Head of Highways and Transport and reiterated the request by the Town Council as key stakeholder in this project for input into the Kington Transport Study proposals.

2. Community Infrastructure Fund

Herefordshire Council has announced the launch of the Community Infrastructure Fund which is a capital fund designed to:

- Strengthen our social fabric and foster a sense of local pride and belonging
- Build pride in place and increase life chances in our local communities
- Build resilient and safe neighbourhoods
- Creation and improvements to local rural green spaces
- Provide improved facilities which reduce the need for people to travel to access recreational facilities

If members would like to put forward a project for consideration using this funding, please let the clerks know so this can be added to the agenda for the next meeting. The deadline for completing projects with this funding is March 2025. However expressions of interest must be submitted by 3rd June.

3. Kington Economic Development Plan

At a recent meeting of the Market Town Clerks, Herefordshire Council's Service Director for Economy and Growth announced that work will shortly begin on a feasibility study for delivery of aspects of the Market Town's Economic Development Plans with the emphasis on delivery of employment land in the first instance. The Town Council is to be invited to participate in this work and will receive details shortly.

4. Financial year end

The internal audit process for the Town Council has now taken place with some areas identified for improvement, as expected. The report will be presented to the next meeting of the Finance, Personnel and General Purposes Committee later this month with a view to presenting to Full Council in due course. In the meantime a provisional date for the exercise of electors right to view the accounts and supporting papers has been set to start on **Monday 10th June**. The final Annual Governance and Accounting Return with supporting

PM

papers will be presented to full council for approval at the meeting scheduled for Monday **3rd June 2024**.

5. **Herefordshire Council's Local Plan consultation**

A reminder that the deadline for submission of comments on the proposals for Kington contained with Herefordshire Council's Local Plan is **Monday May 20th**.

6. **Herefordshire Waste Services Webinar**

Herefordshire Waste Services are holding an online webinar outlining changes to the waste service in Herefordshire. The event will take place online on **Tuesday 25th June from 12.45 – 14.00**. If members would like to attend, please let the clerk know so a booking can be made for you. Places are limited.

7. **Financial Regulations**

Financial regulations govern how the Town Council manages its finances and includes procedures for obtaining quotations, how expenditure is managed, how the budget process works, what records are kept and how decision making involving the expenditure of public money takes place. Many of these requirements are based in legislation whilst some have some flexibility so can be adapted to meet the needs of the local authority. Kington Town Council has adopted financial regulations which are based upon a model devised by the National Association of Local Councils and these have remained the same for some years. The National Association (NALC) has now released a new model set although as the Town Council is not a member of NALC, we are not entitled to access that model document. It does, however, remind all local councils that a revisit of the adopted regulations periodically is a good thing so the Finance, Personnel and General Purposes Committee will be discussing this at their next meeting.

PTG

Kington Town Council

FOR INFORMATION

Total of payments made through grants received:

Total of payments made as a grant