



# Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

Telephone 01544 239098    Mobile: 07483 914 485

email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

---

## Minutes of the Town Council Meeting held on Monday 1<sup>st</sup> July 2024 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

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

### IN ATTENDANCE

Liz Kelso – Town Clerk  
  
Ruth Robinson – Assistant Clerk  
  
Cllr. T. James \_ Herefordshire Council  
  
2 members of the public  
1 member of the press

### Agenda

Item	Minute
1	<b>117-24 To note apologies for absence, declarations of interest and requests for dispensation</b> here were no apologies, declarations of interest or requests for dispensation.
2	<b>118-24 Minutes</b> <b>Meeting held 3<sup>rd</sup> June 2024</b> The minutes of the meeting held on 3 <sup>rd</sup> June, which had been previously circulated, were approved and the Chairman authorised to sign the minutes as a true record of proceedings at that meeting.

- 3      **119-24    Public Participation**
- a)      **Police Report**  
                There were no representatives from West Mercia Police in attendance and no report had been provided.
- b)      **Ward Councillor Report**  
                A verbal report from Cllr. James was noted, including comment about the death of long-standing Herefordshire Councillor Bob Matthews, the proposed date for the move of the Hereford Library to the Shirehall and current staffing difficulties at Herefordshire Council.
- c)      **Matters raised by members of the public in attendance**  
                Members noted comments by a member of the public in attendance regarding a questionnaire currently being sent out by Herefordshire Council and comments regarding the late mowing of the grass in the Recreation Ground in Kington.
- 4      **120-24    Mayor's Report**  
                The Mayor's report, as attached to these Minutes, was noted.
- 5      **121-24    Clerk's Report**  
                The Clerk's Report, as attached to these Minutes, was noted.
6.      **122-24    Financial Matters**
- a)      **Payments**  
                Payments as attached to these Minutes were approved.
- b)      **Community Infrastructure Grant Application**  
                Members noted that following the submission of an expression of interest to the Community Infrastructure Grant Fund last month, the application has been selected to go forward to a full bid although the deadline for submission is extremely short at just three weeks. The working party therefore recommended that a revised application be submitted for replacement of the hand wash units in the toilet block only as it would not be possible to obtain quotes for the building work as originally envisaged. This proposal was agreed. Cllr. Warne, the Clerk and Assistant Clerk were thanked for their work in putting this application together.
- c)      **Public Rights of Way Funding**  
                The Clerk advised that the application for funding to support the work of Kington Walks as per resolution 107/24 has been submitted to Herefordshire Council. It is not clear when the results of the application will be available.

- 7      123-24    Christmas Lights**  
Cllr. R. Banks outlined the past three year contract for the provision of Christmas Lights, explaining that the contract had now expired and a working group had been discussing options for the forthcoming years with various suppliers. The working group are now proposing a contract renewal with existing suppliers Lite for a further three years using the existing lights at a reduced price albeit that it was felt that further negotiation might reduce the cost further. After due consideration it was agreed that the Clerk and Cllr. R. Banks be authorised to accept the final quotation from the existing suppliers, Lite, at a cost not to exceed £11,000.
- It was further agreed that any surplus budget during this 3 year contract period for Christmas lights be moved to an earmarked reserve at the end of each financial year to be used for future enhancements to the Christmas lights provision.
- 8      124-24    Social Media Project Update**  
The Clerk reported that a specification had been drawn up and sent to prospective suppliers for the service envisaged and would be presented to the next meeting of full council in September for consideration.
- 9      125-24    Kington Economic Investment Plan**  
Members noted that Herefordshire Council has obtained funding for a feasibility study to be commissioned into some of the projects identified in the Economic Investment Plan. Herefordshire Council has asked for the town council's assistance in drafting the scope of the feasibility study which may require prioritising those projects. It was agreed that the working party would meet to draft priorities and bring this to full council for agreement at a brief additional meeting to be held on Monday 22<sup>nd</sup> July at 6.00pm in the Old Police Station, Market Hall Street.
- 10     126-24    Councillor Training**  
A recommendation from a recent meeting of the Scrutiny Committee that an informal councillor training session be held on Saturday 19<sup>th</sup> October 2024. Venue and times for the session are to be confirmed.
- 11     127-24    Decision making procedures**  
Following a discussion and recommendation by the Scrutiny Committee it was agreed to adopt the procedure outlined in the paper presented to council for the identification and progress of projects and proposals raised by councillors.
- 12     128-24    Reports from Committees**  
Reports from the following committees were noted:
- Planning & Environment Committee held on 17<sup>th</sup> June 2024  
Scrutiny Committee held on 17<sup>th</sup> June 2024.

**13      129-24    Reports from Councillors**

During this agenda item, the following items were raised:

- A request was made for an update on progress on the acquisition of Crooked Well meadow by the Town Council on behalf of the Recreation Ground Trust
- It was noted that graffiti has appeared on the steel shutters on a property at Lower Cross.

**14      130-24    Next meeting and items for the agenda**

The next meeting of full council will take place on Monday 2<sup>nd</sup> September 2024 at 7.00pm in the Old Police Station, Market Hall Street. There were no further items for the agenda other than those noted earlier.

Members were reminded that an additional meeting has been agreed for Monday 22<sup>nd</sup> July a 6.00pm as agreed under resolution 125/24.

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





## Mayor's Report June 2024

Since becoming Mayor on the 15<sup>th</sup> May I have undertaken a number of engagements as summarised below.

- 22/5 Chaired the Annual town Meeting
- 2/6 Attended the DD Memorial Commemoration and laid a Wreath on behalf of the people of the town.
- 6/6 Attended Civic Service at Leominster Priory to Commemorate 80<sup>th</sup> DDay Anniversary
- 11/6 Attended meeting of Mayor's and Clerks at Plough Lane. This event included an update on London Bridge and Spring Tide operations.
- 19/6 Met with David Wright, as a member of the agreed working party to discuss progress on projects associated with the economic development plan. The working party will draft a specification for the consultants to be appointed by Herefordshire Council and agree this with council in due course before presenting this to Herefordshire.
- 24/6 Attended the Flag Raising Ceremony in Hereford
- 26/6 Visited Kington Primary School to speak to the School Council about work of the Town Council and conduct of meetings.
- 29/6 Attended Armed Forces Day Celebrations in Bromyard. This included Reception of Mayors, Parade of uniformed organisations and bands and a Civic Service in St Peter's Church.

Letters written to:

Congratulate LHS Head boy for his reading at DD Commemoration

Thank Wine Vaults following their donation towards cost of repair of defibrillator

Stonewater expressing concerns over development and exploring possible future plans.

Caution behaviour to a member of the public.

**Philip J G Sell**  
**Mayor of Kington**

### **Kington Town Council**

The Old Police Station, Market Hall Street, Kington HR5 3DP

Tel: 01544 239098 or Mobile: 07483 914 485

Email: [Clerk@kingtontowncouncil.gov.uk](mailto:Clerk@kingtontowncouncil.gov.uk) Website: [www.kingtontowncouncil.gov.uk](http://www.kingtontowncouncil.gov.uk)

## **KINGTON TOWN COUNCIL**

**Meeting to be held on Monday 1<sup>st</sup> July 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. Meeting with Herefordshire Council Chief Executive**

This is yet to be arranged due to pressures of other activities.

**2. Herefordshire Waste Services Webinar**

This webinar was cancelled by Herefordshire Council.

**3. Parish Council Summit**

Herefordshire Council will be holding an in-person parish summit on Tuesday 9<sup>th</sup> July at 17.30 – 20.30 in Plough Lane, Hereford. Places are limited and need to be booked. Please speak to the Clerk about booking a place.

**4. Annual Governance and Accounting Return**

In accordance with the agreement at the last meeting, the AGAR and supporting documents for the year ended 31.3.2024 has now been submitted to external auditors PKF Littlejohn and receipt acknowledged. We are now in the period for the exercise of electors rights which runs until 19<sup>th</sup> July. To date there have been no requests to view the accounts and supporting papers.

**5. Bus Services**

It has been reported on the BBC local website that Herefordshire Council has obtained funding for additional bus services within the county and that this includes a later scheduled bus from Hereford to Kington. No information has been made available at this stage.

**Kington Town Council**  
**Schedule of payments approved July 2024**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Payments made since the last meeting</b>							
44	EE	DD - 12.6.2024	Mobile phone charges		£ 21.58	£ 4.32	£ 25.90
45	Unity Bank	DD - 30.6.2024	Bank charges - current account		£ 25.80	£	£ 25.80
46	Unity Bank	DD = 30.6.2024	Bank charges - Kington Remembers		£ 18.00	£	£ 18.00
47	Lloyds bank	DD - 17.6.2024	Credit card (Ink, software, poppy wreath)		£ 223.07	£ 43.44	£ 266.51
52	E-On	DD - 21.6.2024	Rec Grant - Utilities		£ 121.36	£ 6.07	£ 127.43
<b>Payments now due</b>							
48	KBS	BACS	Rec Grant - consumables		£ 50.08	£ 10.02	£ 60.10
49	Amazon Business	BACS	Stationery - papers		£ 39.98	£ 8.00	£ 47.98
50	Mark Tek	BACS	Rec Grant - signage		£ 66.51	£ 13.30	£ 79.81
51	HMRC	BACS	Tax & NI - June salaries		£ 745.19	£	£ 745.19
53	J&P Turner	BACS	Planter maintenance and repairs	FC 059-24	£ 2,460.00	£ 492.00	£ 2,952.00
54	Mayclothing	BACS	Rec Grant - Jetting of pipework in toilet block		£ 202.00	£ 40.40	£ 242.40
55	Border Office Supplies	BACS	Printing & photocopying		£ 46.70	£ 9.34	£ 56.04
56	Countrywide	BACS	Rec Grant - Grass Cutting		£ 720.00	£ 144.00	£ 864.00
57	Gareth Evans	BACS	Grass Cutting - Churchyard		£ 320.00	£	£ 320.00
						£	-
			Total payments this month excluding salaries		£ 4,650.46	£ 717.06	£ 5,367.52

**FOR INFORMATION**

<b>Total of payments made through grants received:</b>							
<b>Total of payments made as a grant</b>							
	Rec Grant				£ 1,159.95	£ 203.77	£ 1,363.72
							£ -
							£ -
<b>Total paid as salaries (net) - June 2024</b>							
							£ 3,482.90