



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

### MEMBERS PRESENT

Cllr. P. Sell - Chair  
Cllr. R. Banks  
Cllr. N. Cornish  
Cllr. A. Dixon  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. E. Rolls  
Cllr. R. Widdowson  
Cllr. M. Woolford

### IN ATTENDANCE

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

### Agenda

- | Item | Minute |  |
|------|--------|--|
|      |        | <b>To note apologies for absence, declarations of interest and requests for dispensation</b>   |
| 1    | 176-24 | Apologies were noted from Cllrs T. Bounds, & K. Greig. There were no declarations of interest and no requests for dispensation.  |
| 2    | 177-24 | <b>Minutes</b><br>The Minutes of the meeting held on 21 <sup>st</sup> October 2024, 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    | 178-24 | <b>Public Participation</b>  |
|      | a)     | <b>Police Matters</b><br>A representative from West Mercia Police was not in attendance but an email report was read out by the Clerk. A request for policing priorities will be considered at the next meeting.                         |

**b) Ward Councillor Report**

Members noted the verbal report from the Ward Councillor including comment about budget setting and the increased costs of children's services and adult social care. The capital programme is being prioritised with projects aimed at offering a return to offset costs.

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

Members noted comments from a member of the public regarding the lack of a police presence at the Remembrance Day event.

**4 179-24 Mayor's Report**

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

**5 180-24 Clerk's Report**

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

**6 181-24 Financial Matters**

**a) Kington Recreation Ground Trust**

It was agreed that a budgeted grant to Kington Recreation Ground Trust of £5,000 to support salary payments be now paid.

**b) Payments**

Payments totalling £14,741.98 (inclusive of VAT where applicable) as attached to these Minutes, were approved

**c) Staff Salary payments**

It was noted that staff employment contracts are linked to a nationally agreed salary scale for local council employees and a small increase has been announced with effect from 1<sup>st</sup> April 2024. The relevant salary adjustments will require an amendment to the standing order instructions to the bank and it was agreed that these be authorised.

It was also agreed that future payments of tax and national insurance in respect of salary payments be paid via bank standing order to avoid late payments following the move from holding full council meetings to a date later in the month.

**d) Grant Funded Work in Recreation Ground**

Members were reminded that grant funding through the Community Infrastructure Fund had been agreed for the town council to undertake work to replace handwash units in the Recreation Ground toilets. The timescale for completing the work in accordance with the funding agreement is extremely short and installation of the units should take place later this month. However, when the suppliers undertook

their site survey prior to installation, a requirement for an electrical conditions survey and asbestos survey was identified, together with some additional items required for the installation. The total additional costs for this project were agreed on a vote up to a maximum additional cost of £1,000.00

Cllr. Rolls will meet with the electrician for the electrical conditions survey on Tuesday.

**7      182-24    Remote meetings consultation**

It was agreed that authority be delegated to the Clerk to respond to HM Government's consultation on remote access to local authority meetings in England with members generally agreeing that provision to allow town and parish councillors to attend meetings remotely could be beneficial. It was noted in particular that such a facility would enable members with disabilities or ill health to participate via remote access which could attract a wider range of potential councillors to the council.

**8      183-24    Decision making within the Town Council**

A paper presented by Cllr. Woolford identifying how town councillors can work towards preparing items for discussion at town council meetings. It was agreed that identified projects would be brought forward to the next meeting for further discussion with a view to identifying working groups to progress those projects for presentation to the council for a decision in future.

The clerk noted that the town council budget is currently being prepared in draft and projects for consideration for the next financial year need to be included in any agreed budget.

**9      184-24    Kington Recreation Ground Trust Deed**

Members noted advice from specialist charity lawyers, Wellers Headley, regarding work required to the Recreation Ground Trust Deed. It was resolved to accept the proposal by Wellers Headley at an approximate cost of £1,750.00 for the Deed of Amendment.

**10     185-24    Tree Hedgerow and Woodland Consultation**

Members noted the Herefordshire Council consultation on Trees, Hedgerows and Woodland and agreed not to respond as a town council but to support councillors to respond on an individual basis.

**11     186-24    Reports from Committees**

The following reports from committees were noted:

- Planning & Environment Committee held 4<sup>th</sup> November 2024

- Finance, Personnel & General Purposes committee held on 11<sup>th</sup> November 2024

## **12      187-24    Reports from Councillors**

During this agenda item the following items were raised:

- A request for an update on the sweeping of lanes and alleyways requested from Balfour Beatty some months ago but not yet actioned
- A request for an update on the additional defibrillator (see Clerk's report)
- A request for assistance in moving the Christmas lights prior to installation later in the week.
- A query from a member of the public regarding lighting on Bridge Street
- A comment that there appears to be an improvement in the cleanliness of the ladies public toilets in Place de Marines
- A comment that on street parking limits of 20 minutes were felt to be insufficient. Members were reminded that the transport survey commissioned by Herefordshire Council at the request of the Town Council has still not be made available to the Town Council.

## **13      188-24    Next meeting**

The next meeting will take place on Monday 16<sup>th</sup> December 2024 at 6.00pm in the Old Police Station, Market Hall Street. It was agreed that a list of potential projects for 2025 as outlined in Cllr. Woolford's paper be added to the agenda.

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

**Mayor's Report : November , 2024**

Activities since my last report:

**8<sup>th</sup> October** 2pm I, together with Cllr Woolford, attended the Mayors' meeting with Hereford Council CEO, Paul Walker. and other officers, at Plough Lane

7pm: I, together with Cllr Fitton, attended the Parish Council Summit at Plough Lane. There were presentations From:

- Jonathan Lester, talking about the formulation of a Parish Charter for Herefordshire.
- The new Director of Education
- Director of Adult Social care
- Footpaths Officer.

**Saturday 26<sup>th</sup>** I attended the Town's Annual Firework Display- which was a really spectacular show. The huge crowds were given a real treat. Great organisation and a really lovely atmosphere. Well done to all concerned.

**Sunday 10<sup>th</sup> November** Following a service in St Mary's Church at 10am, fellow councillors in attendance walked to the War Memorial for the Annual Remembrance Sunday events. Both the service, and the gathering at the war memorial were very well attended.

**Monday 11<sup>th</sup>** I joined with pupils, staff and governors for the LHS Remembrance Day event at the school War Memorial. It was a moving and poignant occasion and a great credit to all concerned, but particularly those senior students who led the service.

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



## **KINGTON TOWN COUNCIL**

**Meeting held on Monday 18<sup>th</sup> November 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. Councillor Vacancies**

There are currently two vacancies for the role of town councillor. These vacancies have been advertised and no valid request has been received by the Elections Office at Herefordshire Council so the town council is now free to co-opt to fill the vacancy. Further notices have now been placed on notice boards and the town council website. If members are aware of anyone who might be interested in this role, please ask the individual to contact the Clerk as some checks are required before the individual can present themselves for co-option.

#### **2. Meeting with Herefordshire Council**

The revised date for the meeting with Herefordshire Council is now 7<sup>th</sup> January 2025, time to be agreed

#### **3. Staff Salaries**

Town Council staff are paid in accordance with a national scale agreed between the National Association of Local Councils and The Society of Local Council Clerks. The agreed rates for 2024/5 have now been announced, backdated to 1<sup>st</sup> April 2024, with the result that staff will receive an increase of approximately 62p per hour increase, backdated to 1<sup>st</sup> April. This is a flat rate increase regardless of actual hourly rate and represents half the rate of increase as had been agreed in previous years.

#### **4. Community Grant – Christmas Lunch**

At the last meeting it was agreed that a grant of £200.00 be offered towards the cost of provision of a Christmas lunch (minute ref. 162-24-b) but noted that as grant payments cannot be made to individuals, some other arrangement would need to be investigated. As noted at that meeting, it was now been agreed that payment will be made directly to the venue.

#### **5. Defibrillator**

As agreed at the last meeting, a replacement defibrillator has now been purchased plus one additional defibrillator and cabinet at a total cost of £1,845.00 (agreed budget £3,760.00). The unit for the Masonic Hall will need to be installed and discussions are taking place to facilitate this.

#### **6. Kington Walks**

Correspondence has been received from Kington Walks to inform the town council that the Spring Walking Festival will not take place in 2025 with efforts being concentrated on the Autumn Walking Festival.

## **7. VE Day 2025**

There have been no requests for an event to celebrate VE Day 2025 so far in Kington. Please note that such events do take some organisation and will need to be accounted for in the budget for the next financial year. Please let the clerk know if you would like to consider an event to mark this anniversary.

## **8. Budget 2025-6**

The first draft of the budget for 2025-6 will be presented for consideration at the December meeting. Members are reminded that any proposals for projects etc. need to be passed to the Clerk urgently so that they can be incorporated into the draft. The final budget must be agreed no later than end January 2025 so that the precept request can be submitted to Herefordshire Council.

## **9. Christmas Lights Switch On**

A reminder that the Christmas Lights Switch on will take place on Wednesday 27<sup>th</sup> November. Those who have volunteered to help on the night will be contacted separately to allocate tasks for the evening.

# Kington Town Council

## Schedule of payments to be approved on 18th November 2024 - Updated

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Payments now due</b>							
134	Gareth Evans	BACS	Churchyard grass cutting		£ 160.00		£ 160.00
135	HMRC	BACS	Tax & NI on October salaries		£ 745.19		£ 745.19
136	KBS	BACS	Materials for noticeboard refurbishment		£ 164.62	£ 32.92	£ 197.54
137	Russell Brooks	BACS	Defibrillators (x2) plus cabinet		£ 1,845.00		£ 1,845.00
138	FA White	BACS	Rec Grant - Annual Play Equ Inspection		£ 62.50		£ 62.50
139	D V Watkins	BACS	Rec Grant - Toilet block repairs		£ 126.70	£ 25.34	£ 152.04
140	Countrywide Grounds Maint.	BACS	Rec Grant - Grass cutting		£ 720.00	£ 144.00	£ 864.00
141	Border Office Supplies	BACS	Printing & Photocopying charges		£ 161.46	£ 32.29	£ 193.75
142	Bees Knees Cookshop	BACS	Christmas Lights Switch on consumables		£ 829.74		£ 829.74
143	Lite Ltd.	BACS	Christmas Lights charges - 2nd installment		£ 3,887.50	£ 777.50	£ 4,665.00
144	KBS	BACS	Materials for noticeboard refurbishment		£ 306.00	£ 61.20	£ 367.20
145	KBS	BACS	Rec Grant - consumables		£ 38.00	£ 7.60	£ 45.60
146	J & P Turner	BACS	Planter maintenance - October		£ 550.00	£ 110.00	£ 660.00
147	Lloyds Bank	DD - 18.11.2024	Credit Card charges - Ink, Poppy Wreath, Room hire		£ 168.48	£ 8.00	£ 176.48
148	KBS	BACS	Materials for noticeboard refurbishment		£ 15.29	£ 3.06	£ 18.35
149	Lion Hub CIC	BACS	Community Grant (Christmas Lunch)	FC 162-24-b	£ 200.00		£ 200.00
150	Tom Bounds Electrical	BACS	Rec Grant - Electrical Survey Rec Cottage		£ 330.00		£ 330.00
151	Herefordshire Council	BACS	Office Rental - December		£ 190.00		£ 190.00
152	Active Garden Ltd.	BACS	Rec Grant - Repairs to surface in Rec		£ 432.50	£ 86.50	£ 519.00
153	HMRC	BACS	Tax & NI due on November salaries		£ 1,095.76		£ 1,095.76
154	KBS	BACS	Materials and equipment for noticeboards		£ 136.45	£ 27.29	£ 163.74
157	KBS	BACS	Rec Grant - consumables		£ 5.79	£ 1.16	£ 6.95
158	KBS	BACS	Materials and equipment for noticeboards		£ 55.30	£ 11.06	£ 66.36
159	Luke Bibby	BACS	Refurbishment of noticeboards		£ 630.00		£ 630.00
160	NASS Asbestos	BACS	Rec Grant - asbestos survey - toilet block		£ 570.00		£ 570.00
			Total payments this month excl. salaries		£ 13,426.28	£ 1,315.70	£ 14,741.98

### FOR INFORMATION

<b>Total of payments made through grants received:</b>							
<b>Total of payments made as a grant</b>							
	Rec Grant				£ 2,285.49	£ 296.89	£ 2,582.38
							£ -