



# 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 20<sup>th</sup> January 2025 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. M. Fitton  
Cllr. J. Gardner  
Cllr. E. Rolls  
Cllr. R. Widdowson  
Cllr. M. Woolford

### IN ATTENDANCE

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

### Agenda

- | Item | Minute   |
|------|--|
| 1    | <b>001-25 To note apologies for absence, declarations of interest and requests for dispensation</b><br>Apologies were noted from Cllrs T. Bounds. There were no declarations of interest and no requests for dispensation.                           |
| 2    | <b>002-25 Minutes</b><br>The Minutes of the meeting held on 16 <sup>th</sup> December 2024, which had been previously circulated, were approved and the Chairman was authorised to sign the minutes as a true record of proceedings at that meeting. |

- 3 003-25 Public Participation**
- a) Police Matters**  
A representative from West Mercia Police was not in attendance but an email report was read out by the Clerk. A request for further information on the items noted was made and will be passed to the Safer Neighbourhood Team.
- b) Ward Councillor Report**  
Members noted the verbal report from the Ward Councillor including comments on HM Government's proposals for areas with county and district councils to move to Unitary authorities. Existing unitary authorities such as Herefordshire are less likely to be affected by the proposals although some joint working may be required with other areas in regional bodies. Whilst Herefordshire is likely to work with Shropshire, further clarification on the requirements will be necessary.
- c) Matters raised by members of the public in attendance**  
A member of the public noted that the move by Herefordshire Council to another parking provider has resulted in an increase in some charges and it is no longer possible to purchase a permit through the parking app.
- 4 004-25 Mayor's Report**  
The Mayor's report, as attached to these Minutes, was noted.
- 5 005-25 Clerk's Report**  
The Clerk's report, as attached to these Minutes, was noted.
- 6 005-24 Financial Matters**
- a) Payments**  
Payments totalling £9,562.13 (inclusive of VAT where applicable) as attached to these Minutes, were approved.
- b) Receipts since last meeting**  
Bank interest totalling £448.43 was noted as received for quarter ended 31.12.2024.
- c) Annual Risk Review**  
Members noted the recommendation of the Finance & General Purposes Committee and resolved to adopt the Annual Risk Review as presented to the meeting.
- d) Statement of Internal Control**  
Members noted the recommendation of the Finance & General Purposes Committee and resolved to adopt the Statement of Internal Control as presented to the meeting.

- e) **General Insurance Policy**  
Members noted the recommendation of the Finance & General Purposes Committee and resolved to accept the renewal terms for the general insurance policy at a cost of £4,677.12
- f) **Group Personal Accident Insurance & Cyber Insurance**  
Members noted the recommendation of the Finance & General Purposes Committee and resolved to accept the renewal terms for the group personal accident policy at a cost of £483.99 and Cyber Insurance at a cost of £410.56.
- g) **Funding request from Lion Hub CIC**  
Members noted a presentation from the Lion Hub for financial support towards the purchase of the building to continue offering community support within the town. Whilst some funding has been obtained, additional funds are required for the deposit before a mortgage can be provided. Information on the business plan and proposals had not been made available to Members prior to the meeting so it was resolved to defer a decision so that the proposal can be properly considered and, where appropriate, advice sought. It was agreed to hold an additional meeting on Wednesday 12<sup>th</sup> February to consider this request further. Further information on the proposal will be provided by the applicant before the meeting.
- h) **Kington Recreation Ground Trust**  
It was agreed that a grant to Kington Recreation Ground Trust be included in the draft budget for consideration for 2025/6 amounting to a maximum of £95,500.00 to include additional costs associated with the acquisition of Crooked Well meadow and essential repairs to Recreation Ground properties.
- i) **2025/6 Budget**  
Members considered the recommendations of the Finance & General Purposes Committee for the draft budget provisions for 2025/6. After due consideration, it was unanimously agreed to accept the recommendations as attached to these Minutes.
- j) **Precept request 2025/6**  
It was unanimously agreed that a precept request of £134,000 be submitted to Herefordshire Council. For financial year 2025/6. It was noted that this represents a small increase of 14p per band D equivalent property per week or £7.24 for the year.
- k) **Financial examiner appointment**  
It was agreed that Cllr. Buzz Bishop be appointed financial examiner for the Town Council, following the resignation of Cllr. Alan Dixon last month.

- 7 007-25 Planning Matters**  
Members noted the advice of Herefordshire Council with regard to the impact of the revised National Planning Policy Framework on Herefordshire particularly with the increased housing target for the county. It was agreed to review this again when further advice is available.
- 8 008-25 Electric Vehicle Charging Points**  
The proposal by Herefordshire Council to install two additional electric vehicle charging points in The Square was noted. There were no further comments on the proposal although it had already been noted that as the charging points take up a larger space than a standard parking bay, this would reduce the available parking provision within the area.
- 9 009-25 Festivals Brochure**  
Noting that some festivals in the forthcoming year were not taking place, it was agreed that a Festivals Brochure would be prepared again this year. It was further agreed that a working party to include Cllrs. Bishop, Gardner and Sell would be set up to progress this and report back to the next full council meeting.
- 10 010-25 Kington in Bloom**  
The Clerk presented proposals and quotations for the maintenance of planters through the town and the filling, watering and maintenance of contents through the season. After some discussion it was agreed to review the maintenance programme to include a general clearance of planter contents in November and the addition of spring flowering bulbs in autumn for earlier colour. A revised programme and quotations will be submitted to the next meeting.
- 11 011-25 Economic Development Plan for Kington**  
It was agreed that Cllrs. R. Banks and M. Fitton be authorised to work with Herefordshire Council in the selection of consultants to undertake a feasibility study into three selected projects for Herefordshire Council's Economic Development Plan for Kington.
- 12 012-25 Town Councillor Co-option**  
It was agreed to defer the co-option of a candidate for co-option to the Town Council as the candidate has an interest in another agenda item. The co-option will be an agenda item for the next scheduled meeting for full council.
- 13 013-25 Reports from Committees**  
The following reports from committees were noted:
- Planning & Environment Committee held on 13<sup>th</sup> January 2025; and

- Finance & General Purposes Committee held on 20<sup>th</sup> January 2025 (verbal report)

**14 014-25 Reports from Councillors**

There were no items raised under this agenda item.

**15 015-25 Next meeting**

The next scheduled meeting will take place on Monday 17<sup>th</sup> February 2025 at 6.00pm in the Old Police Station, Market Hall Street. It was agreed that consideration of a biodiversity policy will be an agenda item in addition to the items noted earlier in the meeting.

Members were reminded of the agreement to convene an additional meeting to consider the request for funding, which will take place on Wednesday 12<sup>th</sup> February 2025 at 5.00pm in the Old Police Station, Market Hall Street, Kington.

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

## **Mayor's Report January, 2025**

Rather a short report this month- Christmas happened!

January 8th

I had an useful meeting with representatives of the Royal British Legion to discuss plans to re-start a Kington branch. This is contingent on them recruiting three key officers (Chair/Secretary/Treasurer) who will head up the drive towards forming a committee and getting things They have arranged for a public meeting at the Burton on 9<sup>th</sup> April

Sadly. I have written letters of thanks to two of our colleagues who have resigned from their role as members of Kington Town Council. Alan Dixon and Kin Greig will both be missed.

As agreed at the last Full Council meeting, I drafted a report for the Kington Parish News. That is due to be published this coming weekend. For your information, a copy of the report is on the reverse of this page.

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

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**

Members will be aware from agenda item 3 that following recent resignations from the town council, the public now has an opportunity to request an election. If no request is received by Herefordshire Council by the due date, the town council is able to co-opt to fill any vacancy. This now means that there are a total of four vacancies for the role of town councillor. If anyone is 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. Herefordshire Council Connected Communities Scrutiny Committee**

As reported at the last meeting, Herefordshire Council's Connected Communities Scrutiny Committee is carrying out a piece of work to scrutinise the Herefordshire Council's progress in working with the market towns to produce the market town investment plans for each of the market towns. The Clerk will be attending a meeting on 15<sup>th</sup> January and will provide a verbal report on this at the full council meeting

### **3. Meeting with Herefordshire Council Leader and CEO**

The meeting with Herefordshire Council scheduled to take place on 7<sup>th</sup> January 2025 was cancelled at short notice. We await confirmation of the rescheduled meeting.

### **4. Defibrillator for the Masonic Hall**

Installation of the the additional defibrillator at the Masonic Hall is in progress but not yet installed.

### **5. Electrical work in Kington**

As reported at the last meeting, the Mayor and Deputy have met with a representative from National Grid about electrical work planned for Ellen Lane in January which will involve replacing the electrical sub-station there. The current proposals are that some parking spaces outside the Garth will be taken up with storage for equipment etc. with no requirement for additional parking to be provided at the Recreation Ground.

The larger project linked to this work is likely to involve work to the High Street replacing main cables serving High Street businesses in 2026. This is a much bigger project with major implications for the town so National Grid are being encouraged to engage with the Town Council, local businesses and other stakeholders to plan for this work.

#### **6. Kington Royal British Legion Branch**

Eardisley and Hereford area of the Royal British Legion are hoping to bring back the Kington Branch of the Royal British Legion. And have set up a public meeting at the Burton Hotel on 9<sup>th</sup> April at 7.30pm to help revive the branch. The Town Council has been asked to help promote the meeting and councillors are encouraged to attend.





**KINGTON TOWN COUNCIL**  
**Budget 2025-6 Agreed 20.1.2025**

	Actual Year ended 31.3.2024	Total agreed		Actual to 30.11.2024	Full year forecast 2024-5	Proposed		Proposed Total budget 2025-6
		Budget 2024-5	Budget 2024-5			Expenditure from Precept	Expenditure from Reserves	
<b>RECEIPTS</b>								
Precept	£ 117,500	£ 125,000	£ 125,000	£ 125,000	£ 125,000			£ 134,000.00
interest	£ 1,703	£ 3,000	£ 914	£ 1,216	£ 1,216			£ 1,000.00
Grants & Donations (see note 3)	£ -	£ -	£ 70	£ 9,047	£ 9,047			
Other (see note 3)	£ -	£ -	£ 75	£ 75	£ 75			£ 250.00
Income from markets	£ 922	£ 1,000	£ 1,953	£ 1,953	£ 1,953			£ 1,000.00
VAT refund	£ 8,270	£ -	£ 6,965	£ 6,965	£ 6,965			
	£ 128,395	£ 129,000	£ 134,977	£ 144,256	£ 144,256	£ -		£ 136,250.00
<b>Less: ADMIN EXPENSES (Note 1)</b>	£ 111,374	£ 188,100	£ 83,299	£ 128,214	£ 128,214	£ 129,200.00	£ 80,000.00	£ 209,200.00
<b>Less: PROJECT EXPENSES (Note 2)</b>	£ 19,235	£ 23,500	£ 15,456.00	£ 23,406	£ 23,406	£ 7,200.00	£ 18,500.00	£ 25,700.00
<b>NET REVENUE</b>	-£ 2,214	-£ 82,600	£ 36,222	-£ 7,364	£ 7,364			-£ 98,650.00
<b>General Fund B/F</b>	£ 183,126		£ 180,912	£ 180,912	£ 180,912	£ 173,547.58		£ 173,547.58
<b>GENERAL FUND BALANCE C/F</b>	£ 180,912		£ 173,548	£ 173,548	£ 173,547.58			£ 74,897.58

	Year ended 31.3.2024	Agreed Budget 2024-5	Actual to 30.11.2024	Forecast to 31.3.2025	Expenditure from Precept	Expenditure from reserves	Total Agreed budget 2024-5
Staff Salaries	40,210	45,000	28,983	38,547	52,000.00		52,000.00
PAYE & NI	11,392	10,000	6,005	7,987	10,000.00		10,000.00
Pension	-	-			3,000.00		3,000.00
Audit fees	880	950	720	1,040	1,200.00		1,200.00
Churchyard Maintenance	5,535	5,000	4,533	7,500		12,000.00	12,000.00
Churchyard grass cutting	1,650	3,000	1,440	2,000	2,500.00		2,500.00
Election Costs	223	1,000	-	-		500.00	500.00
Equipment purchases	254	500	1,857	2,000		1,000.00	1,000.00
Grants - Community Grants	2,927	5,000	3,060	5,000	5,000.00		5,000.00
Insurance	4,739	6,000	-	5,500	6,000.00		6,000.00
Maintenance	-	500	1,252	2,000		1,000.00	1,000.00
Mayors Allowance	-	1,000	-	1,000	1,000.00		1,000.00
Markets running costs	-	500	-	-	500.00		500.00
Office Rental	2,280	3,000	1,710	2,280	3,000.00		3,000.00
Office Costs	1,406	1,000	763	1,000	1,200.00		1,200.00
Stationery	310	500	309	500	600.00		600.00
Bank Charges	212	250	131	250	250.00		250.00
Printing & Copying	1,433	1,200	868	1,200	1,200.00		1,200.00
Postage	15	150	6	10	50.00		50.00
Subscriptions	373	400	130	400	400.00		400.00
Telephone/broadband	3,657	1,200	724	1,200	1,200.00		1,200.00
Tourist Information Centre	2,500	2,500	2,500	2,500	2,500.00		2,500.00
Training	930	300	126	150	200.00		200.00
Travel	32	50	-	-	50.00		50.00
Website	194	200	65	100	250.00		250.00
IT	968	800	1,474	1,500	1,500.00		1,500.00
War Memorial	2,795	1,000	-	-		500.00	500.00
Asset transfer/legal fees	354	3,000	-	5,000		5,000.00	5,000.00
Sundries	608	100	50	50	100.00		100.00

**1. ADMINISTRATIVE EXPENSES**

Kington Recreation Ground Grant	£ 18,532	£ 94,000	£ 19,490	£ 29,500	£ 35,000.00	£ 60,000.00	£ 95,500.00
VAT on purchases	£ 6,965	£	£ 7,103	£ 10,000			
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>£ 111,374</b>	<b>£ 188,100</b>	<b>£ 83,299</b>	<b>£ 128,214</b>	<b>£ 129,200.00</b>	<b>£ 80,000.00</b>	<b>£ 209,200.00</b>

	Year ended 31.3.2023	Total agreed budget 2023-4	Actual to 30.11.2024	Forecast to 31.3.2025	Expenditure from Precept	Expenditure from Reserves	Agreed total budget 2025-6
<b>2. PROJECT EXPENSES</b>							
Projects - Christmas Decorations	£ 11,845	£ 15,000	£ 7,050	£ 15,000	£ -	£ 15,000.00	£ 15,000.00
Projects - Festivals Marketing	£ 2,154	£ 2,500	£ 2,026	£ 2,026	£	£ 2,500.00	£ 2,500.00
Projects - Kington in Bloom	£ 5,236	£ 6,000	£ 6,380	£ 6,380	£ 7,200.00	£	£ 7,200.00
Projects - VE Day	£ -				£ 1,000.00	£	£ 1,000.00
<b>TOTAL PROJECT EXPENSES</b>	<b>£19,235.00</b>	<b>£23,500.00</b>	<b>£15,456.00</b>	<b>£ 23,406</b>	<b>£7,200.00</b>	<b>£18,500.00</b>	<b>£25,700.00</b>

### 3 OTHER INCOME RECEIVED/FORECAST

Community Infrastructure grant	£ 8,977
Defibrillator donation	£ 70

### 4 RECREATION GROUND TRUST GRANT

Running Costs	£ 1,598	£ 4,000	£ 893	£ 2,000	£ 4,000.00	£	£ 4,000.00
Maintenance	£ 8,368	£ 30,000	£ 2,688	£ 3,000	£ 5,000.00	£ 10,000.00	£ 15,000.00
Salary support	£ 4,000	£ 7,000	£ 5,000	£ 5,000	£ 15,000.00	£	£ 15,000.00
Grass cutting	£ 1,671	£ 5,000	£ 3,736	£ 5,000	£ 11,000.00	£	£ 11,000.00
Cottage maintenance	£ 2,895	£ 48,000	£ 519	£ 2,000	£	£ 50,000.00	£ 50,000.00
Purchases	£ -	£ -	£ 6,654	£ 12,500	£ 500.00	£	£ 500.00
Misc	£ -	£ -	£ -	£ -	£	£	£ -
<b>Total</b>	<b>£ 18,532</b>	<b>£ 94,000</b>	<b>£ 19,490</b>	<b>£ 29,500</b>	<b>£ 35,500.00</b>	<b>£ 60,000.00</b>	<b>£ 95,500.00</b>

### Tax base

906	922.63
138	145.24
2.65	2.79
<b>Council tax equivalent per band D property</b>	<b>£</b>
Weekly	<b>£</b>