



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 17th March 2025 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. P. Sell - Chair
Cllr. E. Banks
Cllr. B. Bishop
Cllr. J. Gardner
Cllr. M. Fitton
Cllr. E. Rolls
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk
1 members of the public
1 member of the press

Agenda

| Item | Minute |
|------|--------|
|------|--------|

- | | | |
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| 1 | 040-25 | To note apologies for absence, declarations of interest and requests for dispensation Apologies were noted from Cllrs T. Bounds, N. Cornish and R. Banks. Cllr. Rolls declared an interest in agenda item 10 (a). There were no requests for dispensation. |
| 2 | 041-25 | Minutes Meeting held 17th February 2025 The Minutes of the meeting held on 17 th February 2025, 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. |

- 3 042-25 Public Participation**
- a) Police Matters**
A representative from West Mercia Police was not in attendance but a report submitted was read by the Clerk.
- b) Ward Councillor Report**
Members noted the verbal report from Ward Councillor Terry James which included comments about the proposal by Herefordshire Council to set up a housing company to enable building on council owned land and potential future development at Rotherwas.
- c) Matters raised by members of the public in attendance**
There were not items raised under this agenda item.
- 4 043-25 Mayor's Report**
The Mayor's report, as attached to these Minutes, was noted.
- 5 044-25 Clerk's Report**
The Clerk's report, as attached to these Minutes, was noted.
- 6 045-25 Financial Matters**
- a) Payments**
Payments totalling £802.00 (inclusive of VAT where applicable) as attached to these Minutes, were approved.
- b) Community Grants**
Members considered two applications for community grants totalling £2,000.00 and agreed both as per the attached schedule. Both grants to be offered were in accordance with the grants policy and subject to the usual terms and conditions in accordance with the policy.
- 7 046-25 VE Day**
Members noted that plans for VE Day celebrations were progressing with events nationally being centred on the Bank Holiday, which is Monday 5th May and Thursday 8th May. The concert planned by Ludlow Concert Bank cannot now take place due to other commitments and other activities are being planned in schools and at the church. The next meeting of the organising group will take place on Thursday 20th March.

- 8 046-25 Armed Forces Day 2026**
There was nothing further to report on this agenda item as a date for the meeting has not yet been agreed.
- 9 047-25 Economic Development Plan for Kington**
Following the presentation to the town council by the consultants working for Herefordshire Council, members were reminded to forward any further comments via the Clerk to the consultants so that these can be incorporated in to the final report. A further meeting is to be arranged so that the consultants can present their findings to the town council although at this stage it is unclear whether this is an informal report or requires a full council meeting. Some concern was expressed that without sight of the long awaited Transport Report, some of the issues raised could not be resolved.
- 10 048-25 Planning Matters**
a) To consider responses to the following application(s):
Ref: 250429
Site: 2 The Beeches, Victoria Road, Gravel Hill, Kington
Dev: Tree work in conservation area
- Members considered this application and had no objections to the proposed work.
- b) Local Plan presentation**
It was agreed that Cllrs. M. Woolford and M. Fitton attend the Herefordshire Council presentation on the Herefordshire Local Plan on behalf of the Town Council.
- 11 049-25 Monitoring Officer Correspondence**
Members noted correspondence from Herefordshire Council's monitoring officer on recent complaints under the Code of Conduct and advice on adopting the National Association of Local Council's Civility and Respect Pledge. It was agreed that this Council should consider adopting the Civility and Respect Pledge and that this be an agenda item for the next meeting.
- 12 050-25 Older Persons Representative**
A member of the public has suggested that the Town Council appoints a councillor as a representative for older persons. Members felt that generally that older persons were well represented on the Town Council whereas other groups might not be. It was agreed to consider this further and to possibly invite other under represented to a later meeting of the Town Council.

13 051-25 Co-option of a Town Councillor

There were no candidates for co-option present at the meeting so this item was deferred to a later meeting.

14 052-25 Reports from Committees

The following report from was noted:

- Planning & Environment Committee held on 3rd March 2025

15 053-25 Reports from Councillors

The following items were noted under this agenda item:

- The parking of contractor vehicles in the High Street during recent works in Ellan Lane had caused issues due to inconsiderate parking
- Cllr. E. Rolls reported on a recent meeting at Lady Hawkins School
- The Tourist Information Centre's AGM is to be held on 18th March at the Burton Hotel.

16 054-25 Next meeting

The next meeting will take place on Monday 14th April 2025 at 6.00pm in the Old Police Station, Market Hall Street.

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

Mayor’s Report : MARCH 2025

Activities since my last report:

Following on from the last full council meeting, I have now contacted the Town Museum to ask them to look for any documentation they may have relating to the Recreation Ground. They have some original documents, and records which mention the transfer of ownership to the Borough Council. They are making further searches and will report if they locate any documentation mentioning transfer to the KTC

I took a nomination form to Lady Hawkins School to see if they might identify a suitable recipient for the Young Person’s Civic Award.

I have sent two emails to the Head of Heritage Buildings at HARC. I haven’t yet heard back from him about progress with plans in relation to the Burgage Walls being listed.

Forthcoming Activities:

There will be a further planning meeting for VE Day commemorations at The Parish Hall on Thursday 20th March (4:30- 5:30).

Now that the new defibrillator is installed in Old Eardisley Road, I seek your endorsement to write a letter of thanks to the Secretary of the Masonic Hall. Since I had first requested that their committee would consider having one installed there and this started a stream of communication, I feel that I need to conclude the matter.

Philip J G Sell
Mayor of Kington

Kington Town Council
Meeting held on Monday 17th March 2025
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

Councillors are reminded that we still have several vacancies that can now be filled by co-option. Please ask anyone who might be interested in serving their community to contact the Town Clerk for information on what the role entails.

2. Defibrillator for the Masonic Hall

Installation of the additional defibrillator at the Masonic Hall is now complete and the unit is registered on The Circuit.

3. Kington Royal British Legion Branch

A reminder that 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 9th 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.

Those arranging the meeting have requested financial support for this meeting and have been sent a grant application form to complete.

4. Potential development off Kingswood Road

An approach has been received from developers proposing to build a number of homes on land off Kingswood Road asking for a pre-application meeting/consultation with the town council. In accordance with the agreed policy on meetings with developers, and to help ensure that the Town Council is able to submit comments on any future planning application in connection with that site, the developers have been advised of the agreed policy. It is not yet clear whether

they will wish to address the next planning & environment committee meeting which will take place in April.

5. Staffing Review

Following the agreement last month for a staffing review to be conducted by Local Council Consultancy, an initial telephone conversation has been held with the proposal that work will start over the next week or so.

6. Parking Provision

A prospective new resident has written to the town council complaining about the lack of parking provision within the town and suggesting that the town council might like to consider the purchase of land for parking for residents without on or off street parking. The correspondent has been advised that work is currently taking place to review parking provision within the town and any change in the current situation will be advised if/when additional parking provision has been identified.

7. Community Infrastructure Fund

The claim for funding via the Community Infrastructure Fund has been submitted within the deadline of 28th February. Assuming all elements claimed are agreed, the sum of some £8 ,990 should be received in due course. There remains the final monitoring form to complete which details benefits to residents of the projects funded through that grant (handwash units in the Recreation Ground toilet block) which is due in April.

8. Financial year end

A reminder that the town council's financial year end is 31st March so all accounts will be closed at that date and the new financial year started. The internal audit will take place on 14th May and final accounts presented for approval alongside the Annual Governance and Accounting Return in June. Once the AGAR is approved, documents are then sent to the external auditors for their review no later than 30th June. Separate accounts will also be prepared for Kington Recreation Ground Trust at the same time.

9. Pavement damage

Emergency work in the High Street by Welsh Water on Sunday 2nd March was "repaired" by WW with tarmac rather than the replacement of the paving tiles which were originally installed under the Market Towns Funding Initiative two years ago. A formal complaint has been filed with Herefordshire Council/Balfour Beatty who have expressed similar dissatisfaction with the

end result. HC/BBLP are to follow this up but given the lack of response in recent months, it will be followed up by the Clerk too.

10. Parish Summit

Herefordshire Council's next Parish Summit will take place on Tuesday 8th April from 5.30pm – 9.00pm at Plough Lane. The summit will begin with a "market place" where attendees can speak to various HC departments and the meeting will start at 7.00pm. Herefordshire Council has asked for agenda items to be sent by 14th March but items raised now can still be forwarded.

11. Annual Town Meeting

As agreed at the last meeting, the Annual Town Meeting will take place on Wednesday 21st May at 7.00pm at the Burton Hotel. Members are reminded that items for the agenda for this meeting (which is a meeting of residents, not a meeting of the town council), need to be notified to the Clerk no later than ten days before the meeting. As agreed, voluntary groups working in and for Kington residents have been invited to attend to present a report on their work to the Town.

12. Civic Awards

A reminder that nominations for a civic award need to be passed to the Clerk no later than 31st March. Please encourage your contacts to nominate their local hero.

13. Blocked footpath

A gate has been installed along the Old Tramway footpath, close to Rock Cottage. The footpath is temporarily closed at that location as a result of a landslip but the gate appears to be a permanent addition so has been queried with the Public Rights of Way unit at Herefordshire Council.

14. Parish Charter

Following the town council's nomination of the Clerk to represent the town council on a group tasked with re-introducing a Parish Charter for Herefordshire Councils (a document which sets out the relationship between Herefordshire Council and Town and Parish Councils), there has been little to report since December when the lead offer at Herefordshire Council left. However, the Clerk has now learned that she and the one other parish clerk on the reference group has been omitted from correspondence and from several meetings held with the group and Herefordshire Council with the group now consisting solely of four parish councillors. The

Clerk has now raised this with Herefordshire Council as this appears to be a deliberate decision to exclude Clerks from the group. A response from Herefordshire Council is awaited.

Kington Town Council

Schedule of payments approved on 17th March 2025

| Voucher # | Payee | Payment type: | Detail | Minute Ref. | Net | VAT | Total Payment |
|--|----------------------------|----------------|------------------------------------|-------------|-------------------|----------------|-------------------|
| Payments now due | | | | | | | |
| 214 | British Telecom | DD - 13.3.2025 | Telephone & Broadband | | £ 271.65 | £ 54.33 | £ 325.98 |
| 215 | BOSS | BACS | Copying charges | | £ 62.29 | £ 12.46 | £ 74.75 |
| 216 | Unity Bank | DD - 28.2.2025 | Bank charges - current account | | £ 8.55 | | £ 8.55 |
| 217 | Herefordshire Council | BACS | Office rental - April 2025 | | £ 190.00 | | £ 190.00 |
| 218 | Lloyds Bank | DD - 17.3.2025 | Credit card charges - Ink & fee | | £ 18.41 | £ 3.08 | £ 21.49 |
| 219 | KBS | BACS | Rec Grant - consumables | | £ 41.42 | £ 8.29 | £ 49.71 |
| 220 | E-On | DD - 20.3.2025 | Rec Grant - Utilities | | £ 117.83 | £ 5.89 | £ 123.72 |
| 221 | Unity Bank | DD - 31.3.2025 | Bank charges - current account | | £ 7.80 | | £ 7.80 |
| 222 | Kington Chamber of Trade | BACS | Community Grant - Food Festival | | £ 1,500.00 | | £ 1,500.00 |
| 223 | Kington Festival Committee | BACS | Community Grant - Wheelbarrow Race | | £ 500.00 | | £ 500.00 |
| | | | | | | | £ - |
| | | | | | | | £ - |
| | | | | | | | £ - |
| | | | | | | | £ - |
| | | | | | | | £ - |
| Total payments this month excl. salaries | | | | | £ 2,717.95 | £ 84.05 | £ 2,802.00 |

FOR INFORMATION

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|--|--|--|-------------------|--|----------|---------|------------|
| Total of payments made through grants received: | | | | | | | |
| Total of payments made as a grant | | | | | | | |
| | | | Recreation Ground | | £ 159.25 | £ 14.18 | £ 173.43 |
| Total paid as salaries (net) | | | | | | | |
| Total paid as salaries (net) February | | | | | | | £ 3,536.88 |
| Total tax & NI on February salaries | | | | | | | £ 874.96 |

Kington Town Council
Grant Applications 2024-5
Second round – Spring 2025
Schedule of grant Applications

| Organisation | Amount requested | Activity to be funded | Agreed Offer | Payment reference |
|------------------------------|-------------------------|--|---------------------|--------------------------|
| Kington Chamber of Trade | £1,500.00 | Support for Summer Food Festival including music, minibus hire & drivers for park & ride, signage and portaloos. Note winter food festival (grant awarded by KTC £750.00) cancelled. | £1,500.00 | |
| Kington Festival Association | £500.00 | Signage for Wheelbarrow race | £500.00 | |
| Open Arms Kington | £500.00 | VE Day activities 2025. Note second application for fy 2024-5. Previous application was for activities funding | | Application withdrawn |

| | |
|--|------------------|
| Total budget available this year: | £5,000.00 |
| Total committed to date: | £2,610.00 |
| Total requested, as above: | £2,000.00 |
| Total for year | £4,610.00 |
| Budget remaining | £ 390.00 |