



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 16th June 2025 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. P. Sell - Chair
Cllr. N. Cornish
Cllr. E. Rolls
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

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

Agenda

Item	Minute
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| 1 | 094-25 | To note apologies for absence, declarations of interest and requests for dispensation
Apologies were noted from Cllrs R. Banks, T. Bounds and B. Bishop. There were no declarations of interest and no requests for dispensation. |
| 2 | 095-25 | Minutes
Meeting held 19th May 2025
The Minutes of the meeting held on 19 th May 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 | 096-25 | Public Participation |
| | a) | Police Matters
There was no representative from West Mercia Police in attendance at the meeting and no report had been provided |
| | b) | Ward Councillor Report
Ward Councillor Terry James was not in attendance having sent apologies. . |

c) Matters raised by members of the public in attendance

There were no members of the public in attendance at the meeting and no items raised under this agenda item.

4 097-25 Mayor's Report

The Mayor's report was noted.

5 098-25 Clerk's Report

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

6 099-25 Financial Matters

a) Payments

Payments totalling £7,105.02 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

b) Report from Internal Auditor for year ended 31.3.2025

The final report from the internal auditor for the year ended 31.3.2025 was noted and accepted unanimously. There were no matters raised by the internal auditor that were felt to require any further consideration.

c) Receipts and payments account for year ended 31.3.2025

The final receipts and payments account for the year ended 31.3.2025 was noted and accepted.

d) Annual Governance Statement

The Annual Governance Statement as included in the attached Annual Governance and Accounting Return for the year to 31.3.2025 was considered in full with each statement considered separately and responses agreed unanimously. It was agreed that the complete statement be signed on behalf of the Town Council.

e) Annual Accounting Statement

The Annual Accounting Statement for the year ended 31.3.2025 was considered and agreed, as contained in the Annual Governance and Accounting Return.

f) Annual Governance and Accounting Return for the year ended 31.3.2025

It was agreed that the Annual Governance and Accounting Return with supporting documents for the year ended 31.3.2025 be submitted to the external auditors.

g) Period for the exercise of electors rights

Arrangements for the exercise of electors rights were discussed. It was agreed that the period starts on Wednesday 18th June and end on Tuesday 29th July, 2025.

7 100-25 Planning Matters

The following planning application was considered:

- Ref: 251589
Site: Kington Museum, Mill Street, Kington
Dev: Tree works in conservation area

After due consideration, it was resolved to support the application.

8 101-25 Town Council committees

a) Additional Committee members

This agenda item was deferred to the next meeting.

b) Committee terms of reference

It was resolved that the terms of reference of the following committees be amended to reduce the quorum for committee meetings from 5 to 4 members:

- Planning & Environment Committee
- Finance, Personnel & General Purposes Committee
- Scrutiny Committee

9 102-25 Herefordshire Transport Plan

Responses to the online consultation by Herefordshire Council on the Herefordshire Transport Plan were agreed. The Clerk was instructed in particular to note that some two years after initial work commenced on the Kington Transport Strategy, the Town Council has yet to have sight of this document from Herefordshire Council with the result that many of the responses to the questionnaire could not be given

10 103-25 Armed Forces Day

It was noted that Armed Forces Day for 2025 is in Hereford and members were encouraged to attend as part of the planning for the event in Kington next year. It was agreed that this be an agenda item for the next full council meeting to appoint a working party to begin work on plans for the event.

- 11 104-25 Economic Development Plan for Kington**
The Clerk reported that hard copies of the Feasibility Study are due to be delivered shortly to enable final sign off of this work at the next full council meeting.
- 12 105-25 Reports from Committees**
A report from the Planning & Environment Committee held on 2nd June was noted. It was also noted that the Planning & Environment Committee scheduled for 9th June and the Finance, Personnel & General Purposes Committee also scheduled for 9th June could not take place as both meetings were inquorate.
- 13 106-25 Reports from councillors**
Under this agenda item it was noted that promised work by Herefordshire Council Heritage Officers on listing of the burgage walls in Kington was yet to take place.
- 14 107-25 Next meeting**
The next meeting will take place on Monday 21st July 2025 at 6.00pm in the Old Police Station, Market Hall Street. Other than items deferred from this meeting, it was agreed that appointment of the Financial Examiner be an agenda item.
- 15 108-25 Exclusion of the public**
It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3).
- 16 109-25 Staffing Review**
Members noted the staffing review report prepared by independent consultants. The report had not been considered by the Finance, Personnel & General Purposes Committee as that committee meeting could not take place. It was therefore agreed that the report be referred to that Committee urgently to consider the implications and recommendations contained within the report and prepare a draft action plan for consideration.

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

KINGTON TOWN COUNCIL

Meeting held on Monday 16th June 2025

Agenda item 5: 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. Parish Charter

Herefordshire Council and the Charter Reference Group have now reproduced the Parish Charter with the same content that this council was unhappy with recently but the document now looks more professional. It is planned to formally relaunch the charter after the summer. The clerk has now rejoined the reference group after being dropped by them at the end of last year. Comments from the last meeting on the charter have been fed back.

3. Council meeting papers

Council members are reminded that in an effort to reduce the amount of paper being used by the Town Council, supporting papers for meetings are sent via email no later than three clear days before the meeting and will contain hyperlinks to external documents. If you are not sure how to access a document prior to the meeting, please ask and staff will demonstrate how this works. Many of the documents council are required to take a view on or make a decision on can be lengthy and whilst every effort is made to provide a paper copy when asked, this is not always possible. If you are unable to access any of the supporting papers prior to the meeting, please let the clerk or assistant clerk know so that we can try to help.

4. Neighbourhood Planning Funding

The Government has announced today that as a result of the spending review, funding for town and parish councils via Locality for Neighbourhood Planning activities has been withdrawn with immediate effect. Whilst this doesn't impact Kington at the moment, should there be a decision regarding any future neighbourhood plan proposed, government funding is unlikely to be available.