



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 15th September 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
3 members of the public
Cllr. T. James, Ward Councillor, Herefordshire
Council
1 representative from West Mercia Police

Agenda

Item	Minute
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| | | To note apologies for absence, declarations of interest and requests for dispensation |
| 1 | 124-25 | There were no apologies and no requests for dispensation. Cllrs. E. Banks and R. Banks declared a personal interest in agenda item 7(a). |
| 2 | 125-25 | Minutes
The Minutes of the meeting held on 4 th August 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. |

3 126-25 Public Participation

a) Police Matters

PC Emma Turberfield, in attendance, reported several minor incidents in the town since the last meeting, including 2 instances of criminal damage, 2 domestic incidents, 1 missing person (now located), 1 case of harassment and 1 burglary from a business. There were no further questions or comments.

b) Ward Councillor Report

Ward Councillor Terry James' verbal report was noted including comment regarding a consultation on ward boundary changes and changes in key personnel at Herefordshire Council.

c) Matters raised by members of the public in attendance

During the period set for public participation members noted positive comment regarding the tourism leaflet recently published and a request for a leaflet and web information on local clubs and societies. It was agreed that this be an agenda item for a later meeting. There was also comment on recent works by Welsh Water in the High Street when it was reported that emergency services were unable to gain access through the barriers. Finally it was noted that the Chamber of Trade are considering installing a new defibrillator on or near the library.

4 127-25 Mayor's Report

The Mayor's report as attached was noted.

5 128-25 Clerk's Report

The Clerk's report, as attached, was noted.

6 129-25 Financial Matters

a) Payments

Payments totalling £7,321.06 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

b) Receipts since the last meeting

There was none to note

c) External audit for year ended 3.3.2025

The conclusion of audit from external auditors PDF Littlejohn for the year ended 31.3.2025 was noted with no matters to be brought to the attention of councillors.

Conclusion of audit notices have been posted on noticeboards and the website.
Members thanked the Town Clerk for work in connection with this audit.

d) Account signatory

It was agreed that Cllr. M. Woolford be added to the list of those able to authorise agreed payments on Town Council bank accounts, in accordance with the approved bank mandate.

e) Accounting software support

It was agreed to engage software support from Rialtas Business Systems to amend the town council accounting software to enable appropriate recording of expenditure in connection with the maintenance of Crooked Well meadow, at a cost of £86.00 (+ VAT).

7 130-25 Planning Matters

Consultation under Commons Act 2006 for works on Hergest Ridge and Hanter Hill

a) Common

This item was deferred from the Planning & Environment Committee pending further information. After due consideration and on a vote, Members agreed to offer no objections to the proposals. Having declared a personal interest in this agenda item, Cllrs. E. Banks and R. Banks abstained from voting.

b) Section 106 Wish List

Members considered the draft s106 Wish List prepared by the Planning & Environment Committee and agreed that this now be forwarded to Herefordshire Council with no amendments.

8 131-25 20mph Zone for Kington

Members noted a report from the Planning & Environment Committee to press for a 20mph zone for the town, to extend to the boundary of the parish. After due consideration it was resolved to support this. The Planning & Environment Committee will now be tasked with preparing a strategy in support of this aim.

9 132-25 Town Planters

It was agreed that the town planters be replanted for the autumn/winter season with seasonal flowers and bulbs and maintained for the period from 1st November to 30th April. This quotation for this work at £840.00 for planting and £200 per month for maintenance (+ VAT) was agreed.

- 10 133-25 Parish Charter**
After due consideration, it was agreed that the Town Council should adopt and support the Herefordshire Council Parish Charter.
- 11 134-25 Policies**
a) Grievance Policy
The draft grievance policy, as recommended by the Finance, Personnel & General Purposes Committee and having been previously circulated, was adopted unanimously.
- b) Disciplinary Policy**
The draft disciplinary policy, as recommended by the Finance, Personnel & General Purposes Committee and having been previously circulated, was adopted unanimously.
- 12 135-25 Public Realm Funding Opportunity**
An opportunity to apply for funding for public realm works up to a value of £200,000 from Herefordshire Council was noted. It was agreed that a working party be formed to discuss with Herefordshire Council what projects might be available to Kington with a view to bringing options back to the town council for agreement at the next meeting. The working party was agreed as Cllrs. P. Sell, M. Woolford, R. Widdowson and E. Rolls.
- 13 136-25 Christmas Lights 2025**
a) Proposals for 2025
Members noted the proposed Christmas lights switch on event for 2025 on 26th November at 6.00pm. The installer has confirmed his ability to meet that date. Activities for the event are to be agreed.
- b) Delegation of authority**
A budget for the event of £4,000 was unanimously agreed and it was agreed that authority to spend up to that budget be delegated to the Clerk in conjunction with Cllr. R. Banks. Further reports on arrangements will be made at the next full council meeting.
- 14 137-25 Armed Forces Day 2026**
It was noted that the working party set up to begin planning for this event has not yet met but will do so shortly and report back to the next meeting. Contacts have already been made with some activity providers and suppliers but planning is still in the early stages.

- 15 138-25 Meeting with Herefordshire Council**
Members noted a report on the meeting with Herefordshire Council Leader and Chief Executive which was held on 9th September. Some progress would appear to have been made with regard to maintenance of the public toilets but information on budget holding for toilet maintenance and footpath sweeping is still awaited.
- 16 139-25 Reports from Committees**
The following committee reports were noted
- Planning & Environment committee held on 1.9.2025
 - Finance, Personnel & General Purposes committee held on 1.9.2025
- 17 140-25 Reports from councillors**
Under this agenda item members noted that a new defibrillator for the town has been provided by The Swan public house. The mayor will write thanking the landlord for this. A request was made for improvements to the Recreation Ground to improve accessibility and a comment was made about damage to the pavement immediately outside the Catholic Church.
- 18 141-25 Next meeting**
The next full council meeting will take place on Monday 20th October 2025 at 6.00pm in the Old Police Station, Market Hall Street.
- 19 142-25 Exclusion of the public**
It was agreed that due to the confidential nature of the business of the next two agenda items, that members of the public be excluded from the following agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
- 20 143-25 Staffing Matters**
It was proposed to ratify an agreement that a HR consultant be engaged to assist with response to a staff grievance at a proposed cost of £1,400 (+VAT). The resolution was passed unanimously.
- 21 144-25 Correspondence**
Members noted confidential correspondence received in connection with a Herefordshire Council matter and agreed to request that the Ward Councillor be asked to encourage Herefordshire Council to address the matters raised.

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

KINGTON TOWN COUNCIL

Meeting held on Monday 15th September 2025

Agenda item 4: Mayor's Report

Mayor's Report : September 2025

Activities since my last report: Verbal report 15th July

I have attended a number of functions

17/7 Summer Party with High Sherriff at Winsley Park Farm

26/7 The Opening Service for the Three Choirs Festival followed by Civic Lunch.

12/9 Attended a meeting at LHS to discuss a visit from their School Council to Kington Town Council.

12/9 Invited to opening of hART exhibition at Pear Tree Farm Barn Huntingdon

12/9 Invited to opening of hART exhibition at The Old Picture House.

Forthcoming Events to note:

Wednesday 17th July at 5pm Litter pick ready for Kington walking Festival.

23rd September. 4.30pm I have been in discussion with Jo Arnold, the Developer of the Old Bank at High Cross. He has offered us the chance to come to view the work that is nearing completion. Please let me know if you intend to come, so that I can give him an indication of numbers. (Also, please be prepared to remove your shoes to avoid marking the new carpets.)

Sunday 5th October, I will be attending the Shrieval Service at Hereford Cathedral.

Tuesday 14th. Mayors Meeting in Hereford.

Philip J G Sell.

Mayor of Kington

KINGTON TOWN COUNCIL

Meeting held on Monday 15th September 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. Community Grant Scheme

The first round of applications for community grants of up to £500.00 has now been opened and constituted community and voluntary groups are invited to apply. Details of the scheme and an application form can be found on the website and there are posters on notice boards. Councillors are encouraged to pass details on to any community groups that might benefit from the scheme and further information is available from the Clerk, if required.

3. Kington Vintage

Apart from a small issue on access to the Recreation Ground for the Kington Vintage event over the weekend of 16th/17th August, the event took place in glorious weather and without any (obvious!) issues. Congratulations to the organising committee for another successful event.

4. Welsh Water Emergency Repairs

Emergency repairs by Welsh Water on Friday 15th August resulting in an emergency closure of the High Street in Kington has caused some concern amongst local residents and retailers in the Town. All road closures, including emergency ones, must be authorized by Herefordshire Council/Balfour Beatty and this was no exception although the requirement to notify local residents and the town council doesn't appear to have taken place. Given that this was the day before Kington Vintage when the town was busier than usual with visitors, exhibitors were attempting to access the Recreation Ground and there was a medical emergency at the Co-op

made this a particularly difficult day. Clearly there are lessons to be learned from the day and the Clerk has had discussions with the traffic management team at Balfour Beatty about appropriate signage about any closure of the High Street being positioned early enough, consultation even in the event of an emergency situation and a proper recognition of the difficulties of the narrow streets and busy junctions rather than relying on google maps for advice on road layouts. Balfour Beatty are holding discussions with Welsh Water to ensure that the leak that was not identified on the day is repaired in a manner which is less disruptive to the Town.

Sadly the medical emergency which occurred on the day did not have a good outcome and I am sure Members would want our condolences passed to the family of the individual concerned. Some reports suggested that there was difficulty in accessing the defibrillator at the Market Hall although access is via a code supplied by the ambulance service which has worked well in the past. It is not clear why this was an issue this time but thanks must go to the Welsh Water operatives who came forward to help and got the equipment to the right place as swiftly as possible.

Since mid August there has been a further two water leaks in or adjacent to Kingswood Road resulting in a closure of that road over a period of several days.

5. Parish Summit

The next Herefordshire Council Parish Summit which is for town and parish councils in Herefordshire will take place on Tuesday 7th October 2025 in Hereford. Town Councillors are welcome to attend this evening event. More details, including an agenda, will be available shortly but will include information on the Parish Charter and the next stages of this project.

6. Staff Absence

The Clerk will be absent from 1st October for surgery, returning towards the end of November. The assistant clerk will be on annual leave from 22nd September to 6th October.

7. Salaries

Members will be aware that Town Council staff are paid in accordance with nationally agreed salary scales agreed by the National Joint Council for Local Government Services. With effect from 1st April 2025 there has been a small increase agreed for local council staff amounting to approximately 3.2% which has been paid to staff in August, backdated to 1st April in accordance with staff contracts of employment. This increase is within that included in the budget for 2025/6.

8. Benches outside library

The benches outside of the library are to be removed temporarily whilst scaffolding is in place at the library.

KINGTON TOWN COUNCIL
Meeting held on Monday 15th September 2025
Agenda item 6(a): Payment schedule

Kington Town Council
Schedule of payments to be approved - September

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting							
88	Lloyds Bank plc	DD - 18.8.2025	Credit card charges		£ 3.00		£ 3.00
89	Unity Bank plc	DD - 31.8.2025	Bank charges		£ 9.45		£ 9.45
90	EE.com	DD - 12.8.2025	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
91	EE.com	DD - 12.9.2025	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
							£ -
Payments now due							
							£ -
92	HMRC	BACS	Tax & NI on August salaries		£ 1,307.71		£ 1,307.71
93	Herefordshire Council	BACS	Office Rental - September		£ 190.00		£ 190.00
94	DV Watkins	BACS	Rec Grant - Toilet block repairs		£ 436.27	£ 87.25	£ 523.52
95	Mark Disley	BACS	Lych Gate repairs - Churchyard		£ 2,507.50		£ 2,507.50
96	J&P Turner	BACS	Planter maintenance - August		£ 600.00	£ 120.00	£ 720.00
97	BT	DD - 10.9.2025	Telephone & broadband		£ 292.02	£ 58.40	£ 350.42
98	PKF Littlejohn	BACS	External audit fees		£ 420.00	£ 84.00	£ 504.00
99	Amazon Business	BACS	Defib pads & keys		£ 82.48	£ 16.49	£ 98.97
100	Border Office Supplies	BACS	Photocopying charges		£ 21.71	£ 4.34	£ 26.05
101	Countrywide Grounds Maint	BACS	Rec Grant - Grass Cutting		£ 529.71	£ 105.94	£ 635.65
102	Mulberry LS Services Ltd.	BACS	Training		£ 15.00	£ 3.00	£ 18.00
103	Kington Building Supplies	BACS	Rec Grant - consumables		£ 35.78	£ 7.16	£ 42.94
104	Kington Building Supplies	BACS	Rec Grant - consumables		£ 28.12	£ 5.63	£ 33.75
105	Lloyds Bank	DD - 16.9.2025	Credit card charges		£ 3.00		£ 3.00
106	Herefordshire Council	BACS	Office Rental - october		£ 190.00		£ 190.00
107	Active Gardens	BACS	Rec Grant - Replacement Swing Seat		£ 85.00	£ 17.00	£ 102.00
			Total payments this month excl. salaries		£ 6,802.67	£ 518.39	£ 7,321.06

FOR INFORMATION

Total of payments made through grants received:							
Total of payments made as a grant							
	Rec Grant				£ 1,114.88	£ 222.98	£ 1,337.86
	Community Grant payments						£ -
							£ -
Total paid as salaries (net) - August 2025					£ 3,988.46		