



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 19th January 2026 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. P. Sell - Chair
Cllr. E. Banks
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. M. Fitton
Cllr. R. Widdowson
Cllr. M. Woolford
Cllr. R. Morgan (agenda item 4 onwards)

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant clerk
1 member of the press
2 members of the public
1 representative from West Mercia Police
Cllr. T. James – Herefordshire Council

Agenda

Item	Minute
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| | | To note apologies for absence, declarations of interest and requests for dispensation |
| 1 | 001-26 | Apologies noted from Cllrs. T. Bounds. R. Banks, J. Gardner & E. Rolls. There were no declarations of interest and no requests for dispensation. |
| 2 | 002-26 | Minutes
The Minutes of the meeting held on 17 th November 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. |

3 003-26 Town Councillor Co-Option

Having presented himself for co-option and confirmed eligibility to stand, members unanimously elected Rae Morgan as a town councillor to hold office until the next full council elections or until he no longer qualifies or resigns as councillor, whichever is sooner. Cllr. Morgan signed a Declaration of Acceptance of Office and took his place on the Town Council.

There were no other candidates presenting themselves for co-option at the meeting.

4 004-26 Public Participation

a) Police Matters

PC Turberfield reported on several incidents within the town since the last meeting including vandalism and anti social behaviour.

Responding to queries regarding the availability of CCTV in the town, it was noted that equipment installed some years ago and privately owned has fallen into disuse and is no longer functional. It was suggested that provision of CCTV in the town be investigated further.

Members noted that police had been more visible within the town recently and thanked PC Turberfield and the safer neighbourhood team.

Finally it was agreed that policing priorities for Kington should be:

- Traffic speeds
- Anti social behaviour
- Drug abuse

b) Ward Councillor Report

Ward Councillor Terry James' verbal report was noted including a report on the Herefordshire Council budget for 2026-7 which proposes a 4.99% increase year on year for the next three years, noting that the majority of expenditure is on social care. In response to a query on council tax debt, members noted that this is up somewhat. Cllr. James agreed to seek further information on the impact on council tax from borrowing in connection with the proposed by-pass.

c) Matters raised by members of the public in attendance

A member of the public raised a question regarding the proposed pedestrian crossing by the primary school which was planned using s106 funding some time ago. Cllr. James agreed to investigate the status of this project.

Members noted that the Baptist Church building is to be sold. It is currently used for the food bank, WI market and youth hub which will all need to find alternative accommodation.

5 005-26 Mayor's Report

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

6 006-26 Clerk's Report

There were no items to report that were not under separate agenda items although the Clerk noted a call from Herefordshire Council for any town councils interested in bidding for Town of Culture 2028. The deadline for expressions of interest is 30th January 2026.

7 007-26 Financial Matters

a) Payments

Payments totalling £23,035.50 (inclusive of VAT where applicable) as attached to these Minutes, were approved. Members confirmed agreement and payment of invoices from SLCC Enterprises Ltd. relating to the engagement of a consultant without prior resolution amounting to £1,662.00 inc. of VAT.

b) Receipts since the last meeting

Bank interest of £378.12 received on 31.12.2025 was noted.

c) To agree annual risk review

In accordance with the recommendation of the Finance, Personnel & General Purposes Committee, members considered the draft Annual Risk Review and resolved to accept and adopt the Review for the year 2025/6. It was noted that councillor and staff training was identified as a requirement in several areas and it was agreed that training to meet that need should be arranged.

d) Annual Statement of Internal Control

The annual statement of internal control as presented to the meeting was agreed.

e) General Insurance Renewals

Members noted insurance renewal terms proposed by the Town Council's insurers as presented to the meeting. After due discussion and consideration it was unanimously agreed to accept proposed renewal terms at a cost of £5,355.12

- f) Group Personal Accident Insurance**
After due consideration the quotation for renewal of the Group Personal Accident insurance at a cost of £483.99 was accepted.
- g) Cyber Insurance**
Members considered the proposal from insurers and agreed those proposals at a premium cost of £671.12
- h) Kington Recreation Ground Trust Grant for 2026-7**
Members agreed unanimously to provide funding payable in funds, goods and services amounting to £44,500 for Kington Recreation Ground Trust in support of the Recreation Ground and Crooked Well Meadow for financial year 2026-7.
- i) 2026-7 Budget**
Members considered the draft budget for 2026-7 as proposed by the Finance, Personnel and General Purposes Committee which included provision for a potential project to take over responsibility for the public toilets in Kington, noting that this would require a significant increase in precept for the forthcoming year.

After debate, it was proposed by Cllr. E. Banks and seconded by Cllr. M. Woolford that the draft budget as present be accepted. A named vote was requested as follows:

For the proposal: Cllr. E. Banks
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. M. Fitton
Cllr. R. Morgan
Cllr. P. Sell
Cllr. M. Woolford

Against the proposal: Cllr. R. Widdowson

The Chairman declared the resolution carried.

- j) Precept request 2026-7**
In accordance with the budget agreed for 2026-7 as above, it was resolved by 7 votes for and one against that the precept of £173,000.00 be requested from Herefordshire Council for financial year 2026-7.

8 008-26 Proposed asset transfer

The Clerk reported that Herefordshire Council has indicated that it would consider a transfer of responsibility for the public toilets in Kington to the Town Council. After some discussion it was agreed that working party be established to discuss this proposal with Herefordshire Council with a view to bringing forward proposals, with appropriate costings, to the next meeting of the Town Council for consideration. It was agreed that the working party would consist of Cllrs. R. Widdowson, M. Woolford, B. Bishop, R. Morgan and P. Sell.

9 009-26 Update on Public Realm Funding opportunity.

Cllr. M Woolford provided a report on a projects for the public realm funding opportunity to include:

- Installation of block paving to the pavements from the Market Hall to the far side of the Museum and the other side of the Road in front of the Burton Hotel to the entrance to the car park in Crabtree Road
- Repair of the pavements on Church Street (Market Hall side) from the end of the block paving to the end of the narrow footpath past the Royal Oak
- Repair of the pavement from the Catholic Church to the bridge on Bridge Street on both sides of the road with a tarmac finish
- Installation of lighting on the bridge in Bridge Street.

It was agreed that these projects be approved and ratified.

With regard to additional projects, it was noted that a proposal for coloured tarmac from the museum in Mill Street to the front of the Border Bean on the High Street and in front of the Market Hall in Church Street presented some technical difficulties as it would not be possible to lay coloured tarmac in two halves resulting in a total road closure for Mill Street for some hours. This would not be feasible so members agreed that the coloured tarmac would exclude the area in front of the Market Hall in Mill Street but extend slightly further up Church Street.

Finally it was noted that additional parking bays would be installed outside the Royal Oak in Church Street. This would require a Traffic Regulation Order process with public consultation and take up to 9 months to achieve. This was agreed for ratification.

Cllr. Woolford confirmed that the work can continue into the next financial year.

10 010-26 Armed Forces Day proposals

Noting that the working party formed to progress this has not yet met, Cllr. Sell reported that he was proposing a provisional programme of activities to include a vintage military vehicle display, wreath laying ceremony at Lady Hawkins School, a parade to the Recreation Ground and flag raising ceremony. Local dignitaries including the High Sherriff, Lord Lieutenant, Leader of Herefordshire Council and Market Town Mayors have been sent a provisional notification of the event. Whilst the date of 27th June is set nationally, it was noted that this will be the same date as SmokeFest in Kington. A full programme of events will be agreed at the next full council meeting.

11 011-26 IT Policy

In accordance with new requirements for the Annual Return and Accounting Report under the Practitioners Guide for the 2025-6 financial year, the draft IT policy as presented to the meeting was agreed unanimously.

12 012-26 Local Government Boundary Commission consultation on ward boundaries for Herefordshire Council

The consultation by the Local Government Boundary Commission was noted. It was agreed not to respond.

13 013-26 BT Phone Box on Church Street

It was reported that British Telecom has given notice of its intention to disconnect and remove the telephone box in Church Street but will transfer ownership of their boxes to town and parish councils. After due consideration it was agreed that the box be transferred to the Town Council for the stated cost of £1.00 and the Clerk be authorised to begin the process for its transfer.

It was further agreed to authorise a budget of up to £500.00 for refurbishment of the box once ownership is transferred.

Finally it was noted that some consideration will need to be given for use of the box/space and management of any ongoing maintenance that might be required.

14. 014-26 Parish Newsletter

It was agreed that the following will be authorised to draft the town council article for the parish newsletter:

- Cllr. P. Sell March edition (deadline 1st Feb)
- Cllr. B. Bishop April edition (deadline 10th March)
- Cllr. M. Woolford May edition (deadline 10th April)
- Cllr. E. Banks June edition (deadline 10th May)

Copy is to be submitted via the Clerk who will check for technical accuracy prior to publication.

- 15 015-26 Support for Dark Skies proposal**
It was agreed that Cllr. Widdowson would discuss this proposal with the organiser although members indicated a general support for the proposal.
- 16 016-26 To note reports from committees**
Members noted the reports from the Planning & Environment Committee held on 12th January and the Finance, Personnel & General Purposes Committee also held on 12th January.
- 17 017-26 Reports from Councillors**
During this agenda item reports were noted covering mud on the road to be reported to Herefordshire Council as highways authority.
- 18 018-26 Date and Time of next meeting and items for agenda.**
The next meeting will take place on Monday 16th February 2026 at 6pm in the Old Police Station, Market Hall Street. There were no items requested for the agenda for that meeting.
- 19 019-26 Exclusion of the press and 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)
- 20 020-26 Staffing Matters**
Members noted the resignation of the Town Clerk and the statement from Cllr. Woolford that further authority to commence a recruitment process was unnecessary following the resolution last year agreeing to accept the staffing review (minute ref. 128-25 dated 4.8.2025). The Finance, Personnel and General Purposes Committee, having delegated authority to progress enactment of the staffing review

(minute ref. 128-25(b) dated 4.8.2025), has appointed a working party to progress this. Finally it was noted that the Town Clerk has offered to remain in post until such time as a suitable replacement is found, although a provisional leaving date of 31st March has been suggested.



Mayor's Report: January 2026

Activities since my last report: 17th November

- 19th Nov.** Attended Kington Tourist Office AGM at Burton.
- 22nd Nov.** Attended Craft market and met with delegation from our Twin Town.
- 26th Nov.** Attended the Christmas Lights switch on. A very jolly time was had by all.
- 27th Nov.** Attended OAK Learning Panel meeting
- 9th Dec.** Met with the HT from the Primary School and HT from Secondary School to discuss various issues around transport/buses/road safety and parking
- 10th Dec** Attended Civic Reception Plough Lane
- 16th Dec** Attended Primary School Carol Service
- 19th Dec** Attended Secondary School Carol Service.

Also during December:

I met with a member of HC Armed Forces Support Team at Hereford Town Hall. She is keen to come to discuss us signing up to the Armed Forces Covenant. Possibly, as part of the Armed Forces Day Celebrations on 27th June 2026.

I met with Col. Andy Taylor at the Army Museum in Hereford to discuss what plans/ideas we have to date concerning hosting Armed Forces Day, 2026.

Philip J G Sell. Mayor of Kington

Kington Town Council
Schedule of payments to be approved on 19th January 2026

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since last meeting							
146	HMRC	BACS - 16.12.25	Tax & NI on November salaries		£ 1,117.60		£ 1,117.60
147	F A White	BACS - 1.12.25	Rec Grant - Playground inspection		£ 62.50		£ 62.50
148	Amazon EU	BACS - 16.12.25	Market Hall defib pad replacement		£ 144.15	£ 28.84	£ 172.99
149	Defib Warehouse	BACS - 1.12.25	Masonic Hall defib pad replacement		£ 64.95	£ 12.99	£ 77.94
150	KBS	BACS - 16.12.25	Rec Grant - consumables		£ 9.88	£ 1.98	£ 11.86
151	BT	DD - 8.12.2025	Telephone & Broadband		£ 292.02	£ 58.40	£ 350.42
152	Border Office Supplies	BACS - 16.12.25	Copying & printing charges		£ 65.33	£ 13.07	£ 78.40
153	KBS	BACS - 16.12.25	Rec Grant - Cleaning materials		£ 42.56	£ 8.52	£ 51.08
154	M&S Pizza	BACS - 16.12.25	Lights switch on catering		£ 1,000.00		£ 1,000.00
158	Lloyds Bank	DD - 16.12.25	Credit card charges		£ 146.58		£ 146.58
159	EE	DD - 12.12.25	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
160	E-on Next	DD - 23.12.2025	Rec Grant - Utilities		£ 121.55	£ 6.08	£ 127.63
161	Unity Bank plc	DD - 31.12.2026	Bank charges		£ 7.95		£ 7.95
Payments now due							
157	HMRC	BACS - 16.1.26	Tax & NI on December salaries		£ 979.40		£ 979.40
162	GM Joyce Surfacing Ltd.	BACS	Rec Grant - pathway resurfacing		£ 6,440.00	£ 1,288.00	£ 7,728.00
163	Owen Whittall	BACS	Rec Grant - emergency tree work in Rec		£ 100.00	£ 20.00	£ 120.00
164	KBS	BACS	Rec Grant - consumables		£ 15.03	£ 3.01	£ 18.04
165	Border Office Supplies	BACS	Printing & Copying charges		£ 122.79	£ 24.56	£ 147.35
166	EE	DD - 12.1.2026	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
167	Unity Bank plc	DD - 31.01.2026	Bank charges		£ 7.95		£ 7.95
168	SLCC Enterprises Ltd.	BACS	Work drafting job descriptions (cancelled)		£ 335.00	£ 67.00	£ 402.00
169	SLCC Enterprises Ltd.	BACS	HR advice re grievance		£ 1,050.00	£ 210.00	£ 1,260.00
170	Herefordshire Council	BACS	Rec Grant - Cottage council tax		£ 732.60		£ 732.60
171	Lloyds Bank	DD - 16.1.2026	Credit card charges - ink & software		£ 63.44	£ 12.09	£ 75.53
172	AP Forestry	BACS	Rec Grant - Tree Safety report Crooked Well		£ 550.00	£ 110.00	£ 660.00
173	Herefordshire Council	BACS	Office Rental - February		£ 190.00		£ 190.00
174	J&P Turner	BACS	Supply of bulbs/plants etc. for planters		£ 840.00	£ 168.00	£ 1,008.00
175	J&P Turner	BACS	Planter maintenance - November		£ 200.00	£ 40.00	£ 240.00
176	Arrow Plant & Tool Hire	BACS	Rec Grant - Equipment purchase		£ 16.32	£ 3.26	£ 19.58
177	KBS	BACS	Rec Grant - consumables		£ 10.12	£ 2.02	£ 12.14
178	James Hallam	BACS	Insurance Renewal - Group Sickness & PA		£ 483.99		£ 483.99
179	James Hallam	BACS	Insurance Renewal - Cyber package		£ 671.12		£ 671.12

180	James Hallam	BACS	Insurance Renewal - Commercial Combined		£	5,355.12	£	5,355.12
			Total payments this month excl. salaries		£	21,283.87	£	23,035.50



FOR INFORMATION

Total of payments made through grants received:								
Total of payments made as a grant								
Total paid as salaries (net)								

Total paid as salaries (net) December

Total tax & NI on December salaries

£ 3,715.57
£ 979.40