



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 February 2026 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. M. Woolford (in chair)
Cllr. E. Banks
Cllr. N. Cornish
Cllr. J. Gardner (item 3 onwards)
Cllr. M. Fitton
Cllr. R. Morgan
Cllr. E. Rolls
Cllr. R. Widdowson

IN ATTENDANCE

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

Agenda

Item	Minute	
1	021-26	To note apologies for absence, declarations of interest and requests for dispensation Apologies noted from Cllrs. T. Bounds. R. Banks, & P. Sell. There were no declarations of interest and no requests for dispensation.
2	022-26	Minutes The Minutes of the meeting held on 19 th January 2026, 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.

3 023-26 Public Participation

a) Police Matters

PC SO Rawlinson reported that there have been no major issues since the last meeting although several minor incidents of anti-social behaviour from door knockers at night which were found to be sales related, a traffic collision on Headbrook and the discovery of an old grenade style device which was made safe by the ordnance team. There was nothing to report on investigations into vandalism earlier in the year. There will be a police surgery at the Border Bean on 6th March.

b) Ward Councillor Report

Ward Councillor Terry James' verbal report was noted including a report on the Herefordshire Council budget for 2026-7 which has now been agreed with a 4.99% increase for the forthcoming year which is less than for other principal authorities. Comment was also made on the proposed increase in parking charges and a proposal that city car parks will offer a 30 minute free period initially.

c) Matters raised by members of the public in attendance

During the period set aside for members of the public to raise questions or concerns, the following matters were raised:

- Litter in the High Street. Cllr. Woolford commented that he was attempting to ensure more involvement in the street cleaning which is currently the responsibility of Herefordshire Council. This will be an agenda item for the next Council meeting.
- Comment regarding the closure of the public right of way passed Rock Cottage and the difficulty in accessing the cottage following refusal of planning consent for parking on the by-pass. It was agreed that public rights of way be an agenda item for the next meeting.

4 024-26 Mayor's Report

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

5 025-26 Clerk's Report

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

6 026-26 Financial Matters

a) Payments

Payments totalling £15,723.24 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

- b) **Receipts since the last meeting**
Market income of £1,156.40 was noted.

7 **027-26 Planning Matters**

- Ref: 231767
Site: Arrow Grant, Kington
Dev: Proposed self build energy plus house – amended plans

After due consideration, it was agreed that there were no changes to the original comments submitted on this application

- Ref: 260384
Site: Fleece Meadow Caravan Park, Mill Street, Kington
Dev: Tree works

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

8 **028-26 Proposed asset transfer**

The Clerk reported that a date was still awaited from Herefordshire Council for a meeting with the agreed town council working party to progress this item.

9 **029-26 Update on Public Realm Funding opportunity.**

In response to concerns raised by the Chamber of Trade, Members noted a report by Cllr. Widdowson into the proposed coloured road surface which indicates that utility companies can be required, by Herefordshire Council, to replace the coloured surface within a two year period if works are required to the highway. Three colour options have been identified of which buff was recommended. The Chamber of Trade will consult members at their next meeting and submit their preference. It was agreed that further consideration will be given to a request by the Chamber for improved signage approaching the town. Finally it was agreed that a representative of the Chamber of Trade be appointed to the working party tasked with taking forward these proposals for final agreement by full council.

10 **030-26 Armed Forces Day proposals**

Noting that the working party formed to progress this has not yet met, a report from Cllr. Sell 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 was noted. Some concern was expressed that the timeline suggested was unclear and given the proximity of the event, practical arrangements such as formal bookings, contractual matters, risk

assessments etc. are now overdue. It was agreed that a meeting of the working party will take place on 24th February to progress this urgently.

- 11 031-26 MidBorder News**
Noting the proposal to relaunch Midborder News as a Kington magazine, it was unanimously agreed to support the proposal and contribute a quarterly article at a cost of £300.00 per quarter.
- 12 032-26 Town Council website**
Cllr. Banks explained that a new visit Kington section of the Visit Herefordshire website is proposed which will promote all organisations in Kington. It is to be proposed that not only should there be a link to this via the town council website but that changes be made to the town council website to refine content in line with the new visit Kington site. The Clerk reminded members that a town council is required to meet a number of requirements for publication of documents under the Transparency Code and would need to ensure all legal requirements were met. This is to be an agenda item again when proposals are clarified.
- 13 033-26 Youth forum**
It was agreed that Cllr. Judith Gardner be authorised to attend the Herefordshire Council youth forum representing the Town Council and will report on the meeting at the next council meeting.
- 14. 034-26 Staffing Matters**
a) **Town Clerk Recruitment**
Cllr. Woolford reported that adverts for the position were published last week and to date there have been five enquiries for application packs although no applications to date.

b) **To ratify actions and expenditure by working party**
This item was deferred to the next meeting.
- 15 035-26 To note reports from committees**
Members noted the report from the Planning & Environment Committee held on 2nd February.
- 16 036-26 Reports from Councillors**
During this agenda item reports were noted covering trees on the by-pass which are to be reported to Herefordshire Council.

Cllr. Banks reported that there will be volunteer activity to maintain the churchyard.

Cllr. Rolls reported on a meeting of the Lady Hawkins Foundation.

Cllr. Widdowson asked that a representative from the Surgery be asked to attend a meeting to answer any questions members or members of the public might have.

Cllr. Morgan noted issues raised on social media about dog waste in town. This is to be discussed at the next Planning & Environment Committee. He also asked about the use of CCTV to identify those who do not pick up after their dogs. It was reported that the Town Council does not own the CCTV equipment but could fund enhancements to the installation via a grant, if requested to do so.

17 037-26 Date and Time of next meeting and items for agenda.

The next meeting will take place on Monday 16th March 2026 at 6pm in the Old Police Station, Market Hall Street. There were no items requested for the agenda for that meeting.

Mayor's Report: February 2026

Activities since the last report 19-01-26

20th Jan I attended the Mayors' meeting with the Chair of Hereford Council at Plough Lane. We discussed bids being made by Ledbury and Ross for the national *Town of Culture* award. Also pressures on the next year's Council Budget, flooding issues and arrangements for County's celebration of Armed Forces Day- to take place in Kington

3rd Feb I met with Colonel Andy Taylor DL to walk the proposed route for the AFD activities in Kington. This included a meeting with the Head at LHS to discuss use of field/involvement of students /opening event. Later we met with representatives from the Town Museum to discuss the loan of certain exhibits related to Colonel Chipp, an old boy from LHS who served in WW1 and WW2 , and is the most decorated soldier to come from anywhere Herefordshire. We also discussed arrangements for an evening talk by Col Taylor about the history of the armed forces in Hereford and particularly in Kington and the life of Col. Chipp. This will take place in the week leading up to Armed Forces Day.

Arrangements are being made for a meeting of interested parties to discuss the plan for the AFD day. Final details will be available once that group has met and the plan agreed.

I have been in various discussions with different organisations and venues about finding new locations for the Food Bank and the Youth Club, since both will have to vacate the Baptist Church when it is put up for sale. It is important that every effort is made to support the continuance of these organisations and the contribution they make to our town.

Cllr. Philip J G Sell. Mayor of Kington

KINGTON TOWN COUNCIL

Meeting held on Monday 16th February 2026

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. Co-options must be an agenda item so it is important that the Clerk is made aware of any proposed co-options prior to a meeting of full council.

2. Parish Summit

The next Parish Summit will take place on Tuesday 3rd March 2026 at Herefordshire Council's offices in Plough Lane, Hereford from 6.30 – 8.30pm. Town and Parish Councils are limited to two places please which must be pre-booked although there is also online access for those who are unable to attend the event. Immediately prior to the Summit there will be an opportunity to network with other town and parish councillors and to attend the "market place" which is when Herefordshire Council officers are available to provide information on their work etc. If you would like to attend please let the clerk know.

3. Correspondence

The Clerk has recently received a number of items of correspondence from members of the public on the following subjects:

- Dog fouling
- Parking issues (and in particular parking on yellow bands)
- Damaged or missing street furniture and signage

Whilst these items will be agenda items for the next Planning & Environment Committee members may wish to note receipt of these items should any member of the public raise the issues directly with any councillor.

4. Herefordshire Local Nature Recovery Strategy Consultation

On Thursday 12th February Herefordshire Council launched a public consultation on the Herefordshire Local Nature Recovery Strategy, inviting comments on the Strategy over a six week period. There is a webinar for Herefordshire Town and Parish Councils on Thursday 26th February at 12.30pm to find out more about how Town and Parish Councils can contribute to this consultation. If you would like to book a place on the webinar please ask the Clerk for the link for bookings.

Herefordshire Council officers will be at the Market in Kington on Friday 20th February with an information stand about the Herefordshire Local Nature Recovery Strategy should anyone want to learn more about this.

In the meantime, the strategy will be an agenda item for the Planning & Environment Committee meeting on 2nd March.

5. Lengthsman Scheme

Herefordshire Council's lengthsman scheme provides some limited funding for town and parish councils who take part, to undertake local maintenance works on mainly C and U roads within the parish. Kington Town Council is not a member of the scheme but members might like to note that funding for this scheme has been halved for 2026-7. Members of the scheme can also apply for funding for certain agreed drainage projects but again the funding has been significantly reduced for 2026-7.

6. Legislation on local suppliers

Members may be aware from our financial regulations that there are complex rules regarding tendering for contracts, particularly where the value of the contract exceeds a limit (currently in the region of £30,000). Parliament is shortly to approve the Local Government (Exclusion of Non-Commercial Considerations)(England) Order 2026 which will change the rules on tendering to allow a focus on local suppliers. When passed, contracts that fall below the threshold (£30,000 including VAT) can be tendered to local or UK suppliers only. Local area means the authority's area and its immediate neighbours or the entire county in which your authority is located. This is a complex area and further guidance is expected. This will require amendments to the financial regulations.

7. BT Phone Box, Church Street

As agreed at the last meeting, the Clerk has contacted BT with a view to adopting the phone box on Church Street and a contract has been received to transfer ownership although this arrived too late to be included as an agenda item for our meeting today so will be added to the agenda for the March meeting. It is worth noting that the contract restricts use of the phone box to community and charitable purposes and has defined those purposes to exclude any promotion of any business, products or services and prohibits the sub letting of the box to any other entity. BT has also pointed out that the telephone box is a listed building so enquiries are being made of Herefordshire Council Planning Department whether there is a requirement to seek planning consent for any refurbishment and/or change of use.

8. Community Grant Scheme

Voluntary and community groups in Kington can apply now for a town council community grant. Information is available from the town council website and on notice boards and those organisations who have applied previously have been separately notified. If any member is aware of any community group which delivers services to residents of Kington and might benefit from a grant, please direct them to our website or to the Clerk or assistant Clerk for further information. The deadline for applications is 9th March with a view to payments being made at our meeting on 16th March, i.e. before the end of the current financial year.

Kington Town Council
Schedule of payments approved on 16th February 2025

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments now due							
183	HMRC - due 16.2.2026	BACS	Tax & NI on January salaries		£ 979.60		£ 979.60
184	Herefordshire Council	BACS	Office rental - January 2026		£ 190.00		£ 190.00
185	Herefordshire Council	BACS	Office rental - March 2026		£ 190.00		£ 190.00
186	Kington Building Supplies	BACS	Rec Grant - consumables		£ 5.58	£ 1.12	£ 6.70
187	Border Office Supplies	BACS	Copying costs		£ 138.70	£ 27.74	£ 166.44
188	Amazon Business	BACS	Stationery		£ 39.69	£ 7.94	£ 47.63
189	Owen Whittall	BACS	Rec Grant - Tree safety work		£ 3,800.00	£ 760.00	£ 4,560.00
190	Vision ICT	BACS	Additional email account set up		£ 8.33	£ 1.67	£ 10.00
191	D V Watkins	BACS	Rec Grant - toilet block repairs		£ 91.00	£ 18.20	£ 109.20
192	J&P Turner	BACS	Planter maintenance - January		£ 200.00	£ 40.00	£ 240.00
193	Lloyds Bank	DD - 16.2.2026	Credit card charges - Ink		£ 20.49	£ 3.50	£ 23.99
194	EE	DD - 12.2.2026	Mobile phone charges		£ 25.85	£ 5.17	£ 31.02
197	Unity Bank	DD - 28.2.2026	Bank charges		£ 8.85		£ 8.85
198	HMRC - due 16.3.2026	BACS	Tax & NI on February salaries		£ 979.40		£ 979.40
199	Lite Ltd.	BACS	Christmas lights rental		£ 7,775.00	£ 1,555.00	£ 9,330.00
200	KBS	BACS	Rec Grant - maintenance materials		£ 42.58	£ 8.52	£ 51.10
201	NALC	BACS	Advertising for Town Clerk post		£ 100.00	£ 20.00	£ 120.00
202	SLCC	BACS	Advertising for Town Clerk post		£ 268.00	£ 53.60	£ 321.60
			Total payments this month excl. salaries		£ 14,863.07	£ 860.17	£ 15,723.24

FOR INFORMATION

Total of payments made through grants received:							
Total of payments made as a grant					£ 1,078.93	£ 19.87	£ 1,098.80
Total paid as salaries (net)							
Total paid as salaries (net) January							£ 3,715.37
Total tax & NI on January salaries							£ 979.60