



# Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

Telephone 01544 239098 Mobile: 07483 914 485

email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

---

## Minutes of the Town Council Meeting held on Monday 16<sup>th</sup> March 2026 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

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

### IN ATTENDANCE

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

### Agenda

Item	Minute
------	--------

- |          |               |  |
|----------|---------------|--|
| <b>1</b> | <b>038-26</b> | <b>To note apologies for absence, declarations of interest and requests for dispensation</b> |
|----------|---------------|--|

Apologies noted from Cllrs. R. Banks & N. Cornish. Apologies were accepted from Cllr. T. Bounds. Cllr. R. Widdowson declared an interest in agenda item 6(c) as a director of a grant applicant. There were no requests for dispensation.

- |          |               |                |
|----------|---------------|----------------|
| <b>2</b> | <b>039-26</b> | <b>Minutes</b> |
|----------|---------------|----------------|

The Minutes of the meeting held on 16<sup>th</sup> February 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.

**3 040-26 Public Participation**

**a) Police Matters**

There was not representative from West Mercia Police in attendance at the meeting but a brief report was read out by the Clerk indicating that there were no matters to report since the last meeting.

**b) Ward Councillor Report**

Ward Councillor Terry James was unable to attend the meeting and therefore there was no report under this agenda item.

**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:

- Comment regarding the closure of the public right of way passed Rock Cottage updating members on discussions with the footpaths officer and request for a gate to be repaired.
- Concerns were raised regarding a proposal for permitted development at Island Terrace which had not been notified to the town council or local residents. It was agreed that this be referred to the planning and environment committee meeting in April
- Concerns regarding perceived lack of action following complaints about speeding vehicles, dog fouling and damage to street signage. It was explained that these were being addressed through the Planning & Environment Committee and actions were in progress.

**4 041-26 Mayor's Report**

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

**5 042-26 Clerk's Report**

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

**6 043-26 Financial Matters**

**a) Payments**

Payments totalling £4,484.34 (inclusive of VAT where applicable) as attached to these Minutes and including payments agreed under agenda item 6c, were approved.

**b) Receipts since the last meeting**  
There were no receipts since the last meeting.

**c) Community Grants**  
Cllr. Widdowson, having declared an interest in this agenda item, left the room during discussion on the application from Marches Makers Festival.

Members considered each of the applications as presented, voting each separately as attached to these minutes.

**7 044-26 Committee membership**

It was unanimously resolved that Cllr. Rae Morgan be elected to join the planning and environment committee.

**8 045-26 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. Herefordshire Council are preparing a list of proposed renovations to the public toilets which they will bring to the meeting.

**9 046-26 Update on Public Realm Funding opportunity**

Cllr. Woolford reported that changes to the specification for this work have been made to remove the additional parking spaces proposed for Church Street and to replace this work with new signage on the three approaches to the town. The working party will address how the signage is to appear with Herefordshire Council but something similar to the approach to Pembridge was being considered. It is now unlikely that the work will take place until after the new public realm contractor has been appointed by Herefordshire Council in June.

**10 047-26 Funding Opportunities**

Members noted funding opportunities from Herefordshire Council under the lengthsman, drainage and public rights of way schemes for 2026-7 applications for which must be made by early May 2026. The three schemes, previously offered separately, have now been amalgamated in terms of eligibility to apply but applications are to be made separately. The clerk noted that the arrangements for PROW funding, which had been claimed previously through Kington Walks, had changed which would require materials to be purchased through the town council in future with the grant being claimed in reimbursement at the end of the financial year. The practical arrangements for how this takes place will need to be considered.

Going forward Cllr. Woolford suggested that an application under the lengthsman scheme for funding to employ a lengthsman for some work around the town might be an option and he would investigate this further with a view to preparing an application.

**11 048-26 Armed Forces Day proposals**

Members noted that Lady Hawkins School has agreed to events for Armed Forces Day being held on the school field with access to toilet, kitchen and other facilities within the school. Cllr. Sell presented a draft programme of events which was approved together with a draft budget, showing which elements could qualify for grant funding. Noting that some refinement of the budget was required to reflect detailed quotations yet to be received and to reflect that VAT was reclaimable so could not be included in any grant application, the working party can now meet to refine arrangements so that a grant application can be made. It was agreed that the next meeting take place on Monday 23<sup>rd</sup> March at 5.00pm

**12 049-26 Armed Forces Covenant**

It was agreed that the Armed Forces Covenant, as originally entered into in 2021 by the Town Council, be re-signed at the Armed Forces Day event and that the commitments made in 2021 continue to be relevant and applicable for the new document.

**13 050-26 Annual Town Meeting**

It was agreed that the Annual Town Meeting would take place on Thursday 21<sup>st</sup> May 2026 at 7.00pm in the Burton Hotel. As in previous years, the format would include presentation of Civic Awards and presentations by local voluntary sector organisations to highlight the work they have undertaken in Kington during the year. The assistant clerk will make the necessary arrangements.

**14 051-26 Adoption of former BT phone box in Church Street**

After some discussion, it was agreed that the contract for the adoption of the former BT phone box in Church Street be signed on behalf of the Town Council. Some concerns were expressed about the ongoing use of the box, how this would be monitored and how the terms of the contract could be complied with, given that it was suggested that responsibility for the box be passed to another organisation. It was also noted that the box has listed status, requiring planning consent for a change of use. It was agreed that this would be discussed further once the transfer has taken place.

- 15 052-26 CCTV Proposal**  
Members noted a proposal for the upgrade of CCTV equipment in Kington to be installed under a joint partnership between the Town Council and Kington Chamber of Trade. It was agreed that a decision on this be deferred to the next meeting to allow for proper consideration of all the requirements.
- 16 053-26 To note reports from committees**  
Members noted the report from the Planning & Environment Committee held on 2<sup>nd</sup> March 2026 and the Finance, Personnel & General Purposes Committee held on 23<sup>rd</sup> February 2026.
- 17 054-26 Reports from Councillors**  
Cllr. Gardner reported on attendance at the Herefordshire Council youth forum which provided an introduction to the youth strategy for Herefordshire going forward.  
  
Cllr. Banks noted and congratulated Kington Walks on receiving the Kings Award for Voluntary Service which is to be presented at an event at the Burton Hotel in April. Councillors will receive invitations to this event.  
  
Cllr. Morgan noted the poor state of the pavement in Victoria Road.
- 18 056-26 Date and time of next meeting and items for agenda**  
The next meeting will take place on Monday 20<sup>th</sup> April 2026 at 6pm in the Old Police Station, Market Hall Street, and will be preceded by a meeting of the Recreation Ground Trust. The following items were requested for the agenda for that meeting:
- Relationship with Kington Chamber of Trade
  - Burgage wall survey and preservation
  - Update on the proposal for 20mph limit in the town
- 19 057-26 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)

**20      058-26      Appointment of Town Clerk**

Cllr. Woolford outlined the actions of the working party in the recruitment of the Town Clerk with the guidance of recruitment consultants LCC. After due consideration, it was unanimously resolved to offer the post to Michael Greenfield in accordance with the terms and conditions as outlined in the recommendation by the working party, to include a probation period of 6 months and subject to receipt of acceptable references.

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

## **Mayor's Report: March 2026**

### **Activities since my last report: 16th February**

18<sup>th</sup> Feb Walkabout at Crooked Well Meadow

24<sup>th</sup> Armed Forces Day meeting

2<sup>nd</sup> March Armed Forces day meeting

6<sup>th</sup> Shortlisting /planning for Town Clerk Recruitment.

9<sup>th</sup> Meeting with School Business Manager at LHS re AFD arrangements.

13<sup>th</sup> Interviews for Town Clerk position

Attendance at High Sheriff's Dinner/prizegiving.

### **I have had many communications with a host of people:**

- Mike Wilmott about involvement of Armed Forces Charity Organisation attendance on 27<sup>th</sup> June.
- HT of Primary School over transport issues, road safety and housing.
- The lady who set up a petition for a footpath on Hergest Rd
- Kim/ Judith over catering arrangements for Armed Forces Day
- Finger and forks concerning buffet
- Burton – booking for the large room on 24<sup>th</sup> June for Col Taylor's talk.
- Museum re display.
- Daivd Redmayne re attendance of Ludlow concert band and their requirements for AFD.
- Secondary School staff re arrangements for AFD
- Louise Durber re meeting with Kington Veterans

**Philip J G Sell. Mayor of Kington**

**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 16<sup>th</sup> March 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 Clerk attended the Herefordshire Council Parish Summit on Tuesday 3<sup>rd</sup> March 2026 where presentations on the Herefordshire Council budget for 2026-7 and beyond was explained and there was a presentation on changes to Children's Services and progress with the Parish Charter. Slides from the presentations are to be made available and will be forwarded to all Members.

**3. Civic Awards**

There is an agenda item later in the meeting to agree and date, time and venue for the Annual Town Meeting. It is usual for that meeting to provide an opportunity for the presentation of Civic Awards. To date there have been no nominations for the current year and posters are to be put up this week to remind members of the public to nominate individuals for a civic award in accordance with the town council policy. Members are reminded to pass this on to their contacts and groups.



**Kington Town Council  
Grant Applications 2025-6: Second round – Spring 2026  
Schedule of grant Applications**

<b>Organisation</b>	<b>Amount requested</b>	<b>Activity to be funded</b>	<b>Agreed Offer</b>	<b>Note/comment</b>
Marches Makers Festival	£300.00	To fund musical event at Makers Festival 2026	£300.00	
Kington Cricket Club	£500.00	Fridge/freezer replacement	£500.00	
Kington Festival Association	£500.00	New event signage for Wheelbarrow Race	£500.00	
Kington Community Luncheon Club	£500.00	Room hire and equipment for monthly lunch club	£500.00	
Kington Marines Twinning Association	£500.00	Support for activities including French conversation groups, hospitality for French visitors in May, etc.	£500.00	

**Total budget available this year: £5,000.00**  
**Total committed to date (1<sup>st</sup> round): £2,590.00**  
**Total now applied for, as above: £2,300.00**  
**Total for year: £4,890.00**