

## Minutes of the Full Council Meeting

Monday 18<sup>th</sup> May 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington.

HR5 3DP

### PRESENT

Cllr. P. Sell – Chairman for Item 1  
Cllr. M. Woolford – Chairman remainder  
of the meeting  
Cllr. R. Banks  
Cllr. B. Bishop  
Cllr. N. Cornish  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. R. Morgan  
Cllr. E. Rolls  
Cllr. R. Widdowson

### IN ATTENDANCE

Michael Greenfield – Town Clerk

Agenda item	Minute
1	<p><b>FC 078-26 To elect the Mayor of Kington for the forthcoming year</b> Cllr. P. Sell, opened the meeting and after calling for nominations, it was proposed by Cllr. P. Sell and seconded by Cllr. N. Cornish that Cllr. M. Woolford be elected Mayor for the forthcoming year. Cllr. M. Woolford signed a Declaration of Acceptance of Office. Cllr. M. Woolford thanked Cllr. P. Sell for his time as Mayor. <b>RESOLVED: That Cllr. M. Woolford be elected to the post of Mayor for the municipal year 2026-2027.</b></p>
2	<p><b>FC 079-26 To receive apologies for absence</b> Apologies were noted and accepted from Cllr E. Banks.</p>
3	<p><b>FC 080-26 To note declarations of interest and consider requests for dispensation:</b> There were no requests for dispensation.</p>
4	<p><b>FC 081-26 To elect a Deputy Mayor of Kington for the forthcoming year</b> Cllr M. Woolford called for nominations for the post of Deputy Mayor. Cllr B. Bishop was proposed and seconded to be elected Deputy Mayor for the forthcoming year. Cllr. B. Bishop signed a Declaration of Acceptance of Office. <b>RESOLVED: That Cllr. B. Bishop be elected to the post of Deputy Mayor for the municipal year 2026-2027.</b></p>

**5 FC 082-26 Minutes: To agree the minutes of the meeting held on 20<sup>th</sup> April 2026**  
Minutes of the meeting held on 20<sup>th</sup> April 2026 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting.

**6 FC 083-26 Public Participation:**

a) To receive the Police Report:  
PC Rawlinson reported by email that, on 9<sup>th</sup> May 2026, the police attended an address in Kington in relation to alleged criminal damage. The case is ongoing.

A police drop-in session is scheduled at Border Bean on 24<sup>th</sup> June 2026 at 2.00pm.

b) To receive the Ward Councillors report:  
Ward Councillor T James' verbal report was noted.

c) To receive questions from members of the public present:  
A member of the public raised concerns regarding a footpath closure opposite Rock Cottage by the metal footbridge. The Footpath Officer is on annual leave, and the resident will speak with him once he returns.

d) Chamber of Trade:  
Members noted the need for additional litter bins and dog waste bins around the town.  
Cllr. B. Bishop agreed to follow-up on this matter.

The Chamber of Trade is organising a Street Market on Sunday 28<sup>th</sup> June, which will involve road closures.  
Local shops are being encouraged to open for the Street Market, which will include arts, crafts and a vintage fair.

**7 FC 084-26 To note Mayor's report**  
Cllr. P. Sell's Mayor's Report, attached to these minutes, was noted.  
Cllr. P. Sell thanked the council for their support during his terms as Mayor.

**8 FC 085-26 To agree appointments to the following committees:**

a) Finance, Personnel and General Purposes:

- Cllr. E. Banks
- Cllr. R. Banks
- Cllr. B. Bishop
- Cllr. M. Fitton
- Cllr. R. Morgan
- Cllr. E. Rolls
- Cllr. M. Woolford

**RESOLVED: That the named councillors be appointed to the Finance, Personnel and General Purposes Committee.**

b) Planning & Environment

- Cllr. E. Banks
- Cllr. B. Bishop
- Cllr. N. Cornish
- Cllr. M. Fitton
- Cllr. R. Morgan
- Cllr. E. Rolls
- Cllr. P. Sell
- Cllr. R. Widdowson
- Cllr. M. Woolford

**RESOLVED: That the named councillors be appointed to the Planning & Environment Committee.**

c) Scrutiny

- Cllr. R. Banks
- Cllr. B. Bishop
- Cllr. J. Gardner
- Cllr. R. Morgan
- Cllr. E. Rolls
- Cllr. P. Sell

**RESOLVED: That the named councillors be appointed to the Scrutiny Committee.**

- 9      FC 086-26      To agree meeting schedule for forthcoming year  
**RESOLVED: That the attached meeting schedule for the 2026-2027 municipal year be approved.**
- 10     FC 087-26      To agree council representatives on the following outside bodies:
- a) Kington United Charities  
Cllr. E. Banks
  - b) Lady Hawkins  
Cllr. E. Rolls
  - c) Kington Festival Association  
Cllr. R. Widdowson
  - d) Kington Museum  
Cllr. B. Bishop
  - e) Kington Chamber of Trade  
Cllr. R. Morgan

- f) Kington Tourist Group  
Cllr. M. Woolford
- g) Kington Twinning Association  
Cllr. P. Sell
- h) Kington Local Environment & Energy Network (KLEEN)  
Cllr. J. Gardner and Cllr. N. Cornish
- i) Kington Allotment Association  
Cllr. P. Sell

**RESOLVED: That the named councillors be appointed to the respective outside bodies.**

**11 FC 088-26 Clerk's Report  
Noted.**

**12 FC 089-26 Financial Matters**

- a) To approve payments as now due  
Payments totalling £19,082.22 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

**RESOLVED: That the payments totalling £19,082.22 be approved.**

- b) To note receipts since the last meeting.
  - 11.05.2026 Kington Youth Hub CIC - Return of Grant from October 2025 - £500.00
  - 06.05.2026 HMRC - VAT refund 2025/26 - £9,350.11
  - 21.04.2026 - Herefordshire Council First precept instalment £86,500.00

**Noted.**

- c) To note and agree recurring payments made via direct debits and standing orders

Standing Order payments: Staff salaries and corresponding HMRC payments for tax & national insurance due.

Direct Debit payments:

<b>Beneficiary:</b>	<b>Detail:</b>	
<b>Frequency:</b>		
British Telecom	Telephone & Broadband	Quarterly
EE	Mobile phone charges	Monthly
E-On	Rec. toilet block utilities	Quarterly
Lloyds Bank plc	Card payments	Monthly
Unity Trust Bank	Bank Charges	Monthly

**RESOLVED: That the standing orders and direct debits be approved.**

- d) To review and confirm/agree bank signatories for the Town Council accounts
- Cllr. E. Banks
  - Cllr. R. Banks
  - Cllr. P. Sell
  - Cllr. M. Fitton
  - Cllr. R. Widdowson
  - Cllr. M Woolford

**RESOLVED: That the named councillors be authorised to approve payments made by online banking and/or cheque on behalf of the Town Council, in accordance with the Town Council's Financial Regulations, with two signatories required for each transaction.**

e) To appoint a Member as a Financial Examiner for the year  
**RESOLVED: That Cllr. B. Bishop be reappointed as the Member Financial Examiner for the year 2026-2027.**

f) To note and agree Asset Register as at 31.3.2026  
**RESOLVED: That the Asset Register as at 31.03.2026 be approved.**

g) To consider and agree that a credit/payment card application be made in the name of the Responsible Financial Officer for official council use only.  
**RESOLVED: That a credit/payment card application be made in the name of the Responsible Financial Officer for official council use only.**

h) To agree expenditure from grant for Kington Recreation Ground Trust: Transfer of £13,000 to Kington Recreation Ground Trust to support salaries for 2026-2027  
**RESOLVED: That a grant of £13,000 be transferred to Kington Recreation Ground Trust to support salaries for 2026-2027.**

i) To consider and agree the Detailed Receipts and Payments to 30.04.2026.  
Deferred to next meeting.

j) To consider and agree the Detailed Receipts and payments to 11.05.2026  
Deferred to next meeting.

k) To consider and agree the Bank Reconciliations to 30.04.2026.  
Deferred to next meeting.

- 13      **FC 090-26**      **To confirm adoption of the following policies:**  
                                  a) Code of Conduct  
                                  b) Standing Orders  
                                  c) Financial Regulations  
**RESOLVED: That the Code of Conduct, Standing Orders and Financial Regulations be adopted.**
- 14      **FC 091-26**      **Linkage with Kington Chamber of Trade**  
 It was agreed that Cllr. R. Widdowson would arrange a meeting with representatives of the Chamber of Trade.
- 15      **FC 092-26**      To note reports from Committee:  
                                  a) Planning & Environment Committee held [Monday 11 May 2026](#)  
                                  To consider and agree recommendations from the Planning & Environment Committee.  
                                  I.      To consider and approve that a Working Group be formed to investigate town signage and related application submissions.  
**RESOLVED: That a Working Group be formed to investigate town signage and related applications, with Cllrs. R. Morgan, P. Sell and R. Widdowson appointed as the Council's representatives to liaise with the Chamber of Trade.**  
  
                                  II.     To consider and approve that a Working Group be formed to progress the War Memorial Grant and repairs.  
**RESOLVED: That a Working Group be formed to progress the War Memorial Grant and repairs, with Cllrs. E. Banks, P. Sell and R. Widdowson as the Council's representatives to liaise with the Chamber of Trade and the Ward Councillor.**
- 16      **FC 093-26**      **Update on proposal for CCTV in Kington**  
 The Chamber of Trade is seeking a grant of approximately £2,000 towards the installation of CCTV in the town.  
 The Chairman advised that a formal grant application, supported by the relevant documentation, would need to be submitted.
- 17      **FC 094-26**      **Information only item: Reports from councillors**
- A councillor reported that their mailbox had been damaged by unknown persons. The incident had been reported to the police.
  - A councillor commented on a recent social media post, suggesting that the recreation play area was slippery. This is to be discussed at the next Recreation Management Group Meeting.
  - A councillor raised concerns about sandbags outside a local shop. Several bags had burst and required removal, as the sand could wash into the drains. Cllr. P. Sell said that he would speak to the shop owner.

- It was commented that a twinning event occurred with over 40 representatives from France visiting the local area. Representatives from Kington were unaware of the event.

**18 FC 095-26**

**Update on Annual Town Meeting**

The Annual Town Meeting will be held on Thursday 21<sup>st</sup> May 2026 at 7.00pm at the Burton Hotel, Mill Street, Kington.  
Several groups are due to speak at the meeting.  
Former Mayor Cllr. P. Sell will present Achievement Certificates.

**19 FC 096-26**

**Items for the next agenda**

- Public Realm Grant
- CCTV

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

# Mayor's Report: May 2026



Activities since the last report on 20<sup>th</sup> April

Wed 22<sup>nd</sup>: I met with representatives of St Mary's Church, OAK and CLC to carry out a mapping exercise looking at various community activities being offered by these organisations. This helped us to see where the gaps and overlaps are and to plan for the future.

Frid 24<sup>th</sup>: I attended the presentation ceremony at the Burton Hotel when the King's Award for Voluntary Service was presented by the Lord Lieutenant. This was a very happy occasion, a great honour for the Kington Walks Committee and volunteers, but also a great accolade for the town.

Sunday 26<sup>th</sup> I attended a service of thanksgiving for the year of the Mayor of Hereford. It was good to see the huge variety of activities which involved the city Mayor, the links between the city into other countries and communities.

Friday 1<sup>st</sup> May I was invited to make a speech at the opening ceremony of the Marches Makers Festival. This was a great show case for the talent, skills and creativity of so many local artists and makers. Wonderful works of art and artefacts were on display in the church and at many other venues around the town. It is one those special events that makes Kington the place it is, and sets us well in the arts and culture of the county.

Sat 2<sup>nd</sup>: I attended a superb concert in St Mary's as part of the Marches Makers Festival. KTC had help to sponsor this concert through a community grant. It was a very accomplished concert given n by local musicians. Again, something of which we can all be proud.

Thurs 7<sup>th</sup> May Cllr. Banks and I met to draw up a list of people to be invited to the forthcoming Armed Forces Day celebrations. Invitations are due to be sent out in the next week or so.

Other news:

I was delighted to collect a good number of colourful and imaginative posters from the Primary School, following the launch of the anti-litter/dog mess project. Copies are to be distributed to shops, library, doctors' surgery and other venues around the town.

I was also pleasing to note that the school, have set up an Environment Club. This has involved members of the club picking up litter around the town, especially at the Recreation Ground. The Clerk has written to thank the children for their posters and help.

Armed Forces Day (27<sup>th</sup> June) approaches fast. A great deal of planning, thinking, talking and activity has gone into ensuring the success of this event. Shortly, posters and fliers will appear around the town. I am very grateful for the support and guidance of members of the AFD committee over the past months and for the work of the Clerk and Assistant Clerk in supporting the organisation for that day. Please help by distributing fliers and telling people about the day, and by attending the event.

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

## Kington Town Council Meeting Schedule 2026- 2027

	<b>FULL COUNCIL</b>	<b>Planning and Environment</b>	<b>Finance, Personnel and General Purposes</b>	<b>Scrutiny</b>	<b>Recreation Ground</b>	<b>Recreation Ground Mgmt Group</b>
<b>June 2026</b>	15	1			15 (if req)	
<b>July 2026</b>	20	6	6			
<b>August 2026</b>						
<b>September 2026</b>	21	7	7		21 (if req)	
<b>October 2026</b>	19	5				
<b>November 2026</b>	16	2	2		16 (if req)	
<b>December 2026</b>						
<b>January 2027</b>	18	11	11		18 (if req)	
<b>February 2027</b>	15	1				
<b>March 2027</b>	15	1	1		15 (if req)	
<b>April 2027</b>	19	12			19 (if req)	
<b>May 2027</b>	17	10	10		17 (if req)	

**Kington Town Council**  
**Schedule of payments to be approved on 18th May 2026**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
<b>Payments made since last meeting</b>							
14	EE	BACS	Mobile Telephone Monthly Charges		£ 26.69	£ 5.34	£ 32.03
15	Herefordshire Council	BACS	Recreation Trust Ground Cottage - Council Tax April		£ 211.89		£ 211.89
16	Herefordshire Council	BACS	Recreation Trust Ground Cottage - Council Tax May		£ 207.00		£ 207.00
17	Unity Bank	DD	Bank Charges		£ 9.85		£ 9.85
<b>Total paid since last meeting</b>					<b>£ 455.43</b>	<b>£ 5.34</b>	<b>£ 460.77</b>
18	SLCC Enterprise Ltd	BACS	Recruitment Services: Associate Support		£ 1,675.00	£ 335.00	£ 2,010.00
19	Kington Building Supplies	BACS	Health & Safety Clothing for Staff: Trousers/Hoodie/Footwear		£ 142.35	£ 19.38	£ 161.73
20	Wellers Law Group	BACS	Advice to Kington Recreation Trust on Deed of Amendment	KRT	£ 833.50	£ 166.70	£ 1,000.20
21	Kington Building Supplies	BACS	Curved Claw Hammer	KRT	£ 44.99	£ 9.00	£ 53.99
22	HMRC	BACS	Recreation Trust -Tax & NI due April 2026 salaries	KRT	£ 19.80		£ 19.80
23	HMRC	BACS	Council - Tax & NI due April 2026 salaries		£ 574.46		£ 574.46

Full Council Meeting held on Monday 18<sup>th</sup> May 2026

24	Michael Greenfield	BACS	Clerk's expenses			£ 26.00		£ 26.00
25	Rialtas	BACS	Year End 2026 held on 24.04.2026			£ 620.00	£ 124.00	£ 744.00
26	Herefordshire Council	BACS	Recreation Ground Cottage Park Avenue Council Tax for June 2026	KRT		£ 207.00		£ 207.00
27	Kington Recreation Ground Trust	BACS	Grant Payment			£ 13,000.00		£ 13,000.00
28	Countywide Grounds Maintenance	BACS	Ground Maintenance Monthly Cost	KRT		£ 529.71	£ 105.94	£ 635.65
29	Border Office Supplies and Systems	BACS	Photocopier charges			£ 116.55	£ 23.31	£ 139.86
30	Amazon	BACS	Files; Labels; Staples;Dividers;Sticky Notes; Office supplies			£ 43.72	£ 8.75	£ 52.47
31	Kington Building Supplies	BACS	Toilet Tissues	KRT		£ 2.56	£ 0.51	£ 3.07
32	Herefordshire Council	BACS	Room Rental May 2026			£ 190.00	£ -	£ 190.00
33	J & P Turner	BACS	Maintenance of Planters for April 2026			£ 200.00	£ 40.00	£ 240.00
34	Lloyds Bank	DD	Instant Ink £20.99 Monthly Charge £3.00			£ 23.99		£ 23.99
								£ -
			Total payments this month excl. salaries			£ 18,249.63	£ 832.59	£ 19,082.22

**FOR INFORMATION**

<b>Total of payments made through grants received:</b>								
<b>Total of payments made as a grant</b>						£ -	£ -	£ -
Kington Fire Station- April 2026			Smokefest			£ 500.00	£ -	£ 500.00
<b>Total paid as salaries (net)</b>								
Total paid as salaries (net) April 2026								£ 2,676.11
Total tax & NI on December salaries								£ 574.46

Full Council Meeting held on Monday 18<sup>th</sup> May 2026

