

## Minutes of the Full Council Meeting

Monday 15 June 2026  
6.00pm  
at the Old Police Station, Market Hall Street, Kington.  
HR5 3DP

### PRESENT

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

### IN ATTENDANCE

Michael Greenfield – Town Clerk  
Ruth Robinson – Assistant Clerk

1 member of the press  
7 members of the public

Agenda item	Minute
1	<b>FC 097-26 Apologies, Declarations of Interest and Requests for Dispensation</b> Apologies were accepted from Cllrs. E. Banks and R. Banks. There were no requests for dispensation.
2	<b>FC 098-26 Minutes</b> Following an amendment to the name recorded in the minutes, the minutes were approved.  Minutes of the meeting held on <a href="#">18 May 2026</a> were approved and the Chair was authorised to sign the Minutes as a true record of proceedings.
3	<b>FC 099-26 Public Participation:</b> a) <b>Police matters:</b> <b>Noted.</b>  b) <b>To receive the ward councillors report:</b> Apologies from Ward Councillor T. James were noted, and no report was therefore available.

- c) **To receive matters raised by members of the public present:**  
A resident commented that they have had no response from the Footpaths Officer and will continue to seek to make contact.

Arrow River Trust

A presentation was received from the Arrow River Trust. Their aim is to conserve, protect and improve the natural and managed environment of the River Arrow/Afon Arwy and its catchment (from Powys, Wales through Herefordshire, England) for the public benefit.

They work with partners, stakeholders and volunteers to identify issues and plan and deliver restoration projects to improve habitat, reduce flood risk, and make the river more resilient to climate change.

Further details contact, see website [River Arrow Trust](#)

They are encouraging individuals or organisations to sign up for their regular newsletter.

The Chairman thanked the Arrow River Trust for their presentation.

**4 FC 100-26 Mayor's Report**

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

**5 FC 101-26 Clerk's Report**

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

**6 FC 102-26 Financial Matters:**

a) Payments:

Payments totalling

£5,799.93 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

**RESOLVED: That the payments totalling £5,799.93 be approved.**

b) To note the report from the [Internal Auditor for the Year Ending 31.03.2026](#) and agree any actions arising there from.

The Internal Auditor Report was Noted and actions agreed, based on the report.

**RESOLVED: That the report from the [Internal Auditor for the Year Ending 31.03.2026](#) be reviewed by the Finance, Personnel and General Purposes Committee.**

c) To note and accept the final Receipts and Payments account for the year ended 31<sup>st</sup> March 2026

**Noted.**

**RESOLVED: That the final Receipts and Payments account for the Year ended 31 March 2026 be approved.**

- d) To consider and agree responses on the Annual Governance Statement for the year ended 31.3.2026  
**RESOLVED: That the Annual Governance Statement for the year ended 31.3.2026 be approved and the Chair was authorised to sign the Annual Governance Statement.**
- e) To consider and agree the Annual Accounting Statement for the year ended 31<sup>st</sup> March 2026  
**RESOLVED: that the Annual Accounting Statement for the year ended 31<sup>st</sup> March 2026 be approved the Chair was authorised to sign the Annual Accounting Statement.**
- f) To agree submission of Annual Governance and Accounting Return for the year to 31<sup>st</sup> March 2026 to external auditors  
**RESOLVED: That the submission of Annual Governance and Accounting Return for the year to 31<sup>st</sup> March 2026 to external auditors to be undertaken.**
- g) To note arrangements for the Exercise of Electors Rights for year ended 31.3.2026
- Date of Announcement Wednesday 17 June 2026
  - Commencing on Thursday 18 June 2026
  - Ending on Wednesday 29 July 2026
  - Contact, M. Greenfield, Town Clerk, Kington Town Council
- Noted.**
- h) To consider and agree the Detailed Receipts and Payments to 30.04.2026  
**RESOLVED: That the detailed receipts and payments to 30 April 2026 be approved.**
- i) To note and approve the Bank Reconciliations to 30.04.2026  
**RESOLVED: That the bank reconciliations to 30 April 2026 be approved.**
- j) To consider and agree the Detailed Receipts and Payments to 31.05.2026  
**RESOLVED: That the detailed receipts and payments to 31 May 2026 be approved.**
- k) To note and approve the Bank Reconciliations to 31.05.2026  
**RESOLVED: That the bank reconciliations to 31 May 2026 be approved.**

- 7      **FC 103-26**    **To note reports from Committees:**  
 Planning & Environment Committee held [01.06.2026](#)  
[Item 7a Parishes - Public Realm Operational Update – See link to access document .pdf](#)  
**Noted.**
- 8      **FC 104-26**    **To consider and comment on the Proposed Parish Footpath Officer Job Description**  
 No comments were received.
- 9      **FC 105-26**    **Information only item: Reports from councillors**
- Cllr. P. Sell reported on arrangements for Armed Forces Day, to be held on Saturday 27 June 2026 at Lady Hawkins School, Kington. Volunteers will be assisting, 11 charities will be present, and dignitaries are due to arrive from 10.15am ahead of an 11.00am start.
- Council thanked Cllr. P. Sell for his work on organising and arranging Armed Forces Day.
- Cllr. M. Woolford reported that he had been in contact with Cllr. J. Lester, Leader of Herefordshire Council, regarding public realm matters.  
 Cllr M. Woolford is awaiting responses to his queries.
- 10     **FC 106-26**    **To receive an update on the Bio-diversity Plan**  
 The Bio-Diversity Plan is reviewed annually to reflect any changes in legislation and guidance and forms part of the town's biodiversity monitoring. It was suggested that a copy of the Plan be provided to applicants with each planning application.  
**Noted.**
- 11     **FC 107-26**    **Items for the next agenda and date and time of next meeting**  
**Monday 20<sup>th</sup> July 2026 – 6pm** at The Old Police Station, Market Hall Street, Kington HR5 3DP
- 12     **FC 108-26**    **Exclusion of the Public**  
 To consider the resolution 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)  
**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).**

- 13 FC 109-26 To consider and decide on staffing matters**  
Staffing matters were noted and to be discussed further within the Finance, Personnel and General Purposes Committee.

An urgent matter was raised concerning an event held on Saturday 13 June 2026, during which inappropriate language was alleged to have been directed towards minority groups for approximately 20 minutes. The Council reiterated its previous resolution condemning all forms of racism and racist abuse.

**RESOLVED: That the event organisers be written to, setting out the Council's position**

## Mayor's Report: May/June 2026

A couple of days after being elected I chaired the annual Town meeting at the Burton Hotel. I was pleased to see a good turnout and it was good to see the presentations made to Liz Kelso and Emma Hancock.

Questions were raised about the progress of the 20MPH proposal and also about the state of the play equipment in the recreation ground.

Further actions taken,

Email to Leader of Herefordshire council on following matters:

1. Public realm works,,when are they to start?
2. Traffic report for Kington, Where is it?
3. Thank you to those who undertook repairs/resurfacing to A44 up to Penrhos.

On Saturday 13<sup>th</sup> I went to see the finish of the Offa's Dyke 15 race from Hay to Kington which was at Lady Hawkins School grounds and to welcome the organisers to the town. Some 450 runners took part from all over the country.

I was introduced to the organisers who were delighted that the town had taken an interest in the event and asked me to present the prizes to the first 3 finishers 1<sup>st</sup> from Knighton, 2<sup>nd</sup> from Kington, third from Hereford.

Also Saturday 13<sup>th</sup> I, and the deputy Mayor, helped with the 50<sup>th</sup> Anniversary wheelbarrow race by closing off the roads at Church Street and Doctors Lane.

Another great evening and my thanks go to Emma Hancock and her team for all the hard work that goes into making it such a success.

**Cllr M Woolford**

**KINGTON TOWN COUNCIL**  
**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 15<sup>th</sup> June 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. Annual Town Meeting**

### **In summary**

Welcome: By Current Mayor - Cllr Martin Woolford, introduced himself and welcomed those present. Cllr Woolford commented that there were no nominations for Civic Awards from town representatives, even though there is a wealth of activity occurring that is supporting the community. He has asked that nominations be submitted this year, so that there can be a wider consideration of individuals and organisations for Civic Awards at the next Annual Town Meeting.

Cllr Phillip Sell gave his report.

Mayor's Special Award:

The Mayor's Special Award is awarded at the discretion of the retiring Mayor to a local individual or group who has made a significant contribution to Kington through their work, voluntary activities or achievements and provided exceptional service and dedication to the community.

The following received Certificates from Cllr Phillip Sell

- Emma Hancocks - Contribution to Community
- Liz Kelso - (former Clerk to Kington Town Council – Services to the town of Kington) Also received a tree for planting from Cllr. E. Banks.

Speakers in attendance

- Oxford Arms
- St Mary's Church
- SEN Growing Together
- Kington Ladies Hockey Club
- Kington Cricket Club
- Kington Youth Hub
- Chamber of Trade
- Kington Tourist Information Centre

Matters arising

- A question was asked about 25mph speed limit in Kington and what was occurring.

Cllr Woolford advised those present that the council had written to Herefordshire Highways on the matter and proposed a Traffic Regulation Order. The Town Council are awaiting a reply.

- Another resident asked about play areas and are they safe, due to a social media post commenting on the play areas.

Cllr Woolford provided an answer, and this was supported by the Clerk (me) who commented that the play areas are checked daily by the Grounds Team and annually via RoSPA. Action is taken to remedy any safety concerns.

There were no further questions and the meeting finished at 19.55hrs.

Kington Town Council								
Schedule of payments to be approved Monday 15th June 2026								
Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment	
<b>Payments made since the last meeting</b>								
35	EE	DD	Mobile Telephone		£ 26.50	£ 5.30	£	31.80
36	Lloyds Bank	DD	HP Instant Ink Cartridge - Monthly Fee		£ 23.99	£ -	£	23.99
37	Unity Bank	DD	Service Fee		£ 9.85	£ -	£	9.85
							£	<b>65.64</b>
							£	-
38	Mulberry Local Authority Services Limited	BACS	Internal Audit for 2025-2026 Council Year		£ 363.60	£ 72.72	£	436.32
39	HMRC - Recreation Trust	BACS	Tax & NI Recreation Trust - Due for May	KRT	£ 31.67		£	31.67
40	Kington Building Services	BACS	H&S Cleaning Fluid and Latex Gloves	KRT	£ 17.70	£ 3.54	£	21.24
41	HMRC - Town Council	BACS	Tax & NI - Town Council - Due for May		£ 860.28		£	860.28
42	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payments are £435.10 (June-Dec 2026) Then Final Payment of £435.07 in January 2027		£ 435.10		£	435.10
43	Barrington Print Ltd.	BACS	Armed Forces Day; Flyers; laminated posters; Banner	AFD	£ 258.00	£ 26.60	£	284.60

Full Council Meeting held on Monday 15<sup>th</sup> June 2026

44	BT	DD	Broadband & Phone Charges 01.04.26 - 31.07.26			£ 324.98	£ 65.00	£ 389.98
45	The Burton Hotel	BACS	Room Hire Annual Town Meeting 21.05.26			£ 300.00	£ 20.00	£ 320.00
46	Michael Greenfield	BACS	Clerks Expenses for May 2026			£ 26.00		£ 26.00
47	Countrywide Grounds Maintenance	BACS	Grounds Maintenance Monthly Cost	KRT		£ 529.71	£ 105.94	£ 635.65
48	Kington Quarterly	BACS	Advert			£ 300.00	£ -	£ 300.00
49	Countrywide Grounds Maintenance	BACS	Crooked Well Meadow; cut and strim play area; cut pathway from bin to play area; cut around climbing frame; strim around play equipment	KRT		£ 350.00	£ 70.00	£ 420.00
50	Vision ICT	BACS	Web hosting Sept 2026-August 2027			£ 222.52	£ 44.50	£ 267.02
51	Amazon Business	BACS	Photocopy Paper; Wall Clocks x3; batteries; Picture frame (Mayors Award)			£ 44.31	£ 8.85	£ 53.16
52	Kington Farm Supplies	BACS	Litter Pickers	KRT		£ 26.88	£ 5.38	£ 32.26
53	Gareth Evans Gardening Services	BACS	31.03.26 17.04.26 02.05.26 23.05.26 Kington Churchyard Gardening Services			£ 720.00	£ -	£ 720.00
54	Arrow Plant and Tool Hire	BACS	Backpack Blower -Replaced fuel pipes; new filter; new spark plugs;			£ 57.13	£ 11.43	£ 68.56
55	Lloyds Bank - Corporate Purchasing Card	DD	Multiple Payments:					£ -

	Lloyds Bank - Corporate Purchasing Card	DD	HP Instant Ink			£ 17.49	£ 3.50	£ 20.99
	Lloyds Bank - Corporate Purchasing Card	DD	123 REG: Kington Remembers.org.uk Domain Renewal			£ 12.99	£ 2.60	£ 15.59
	Lloyds Bank - Corporate Purchasing Card	DD	123 REG: Web hosting Kington Area Plan			£ 167.76	£ 33.55	£ 201.31
	Lloyds Bank - Corporate Purchasing Card	DD	Lloyds Fees			£ 3.00		£ 3.00
56	Herefordshire Council	BACS	Rent: 01.07.2026- 31.07.2026			£ 190.00	£ -	£ 190.00
57	Flags by MRFlag	BACS	Armed Forces Day Flag	AFD		£ 56.00	£ 11.20	£ 67.20
								£ -
						<b>£ 5,315.12</b>	<b>£ 484.81</b>	<b>£ 5,799.93</b>
			Total payments this month excluding salaries					
<b>FOR INFORMATION</b>								
<b>Total of payments made through grants received:</b>								£0.00
<b>Total of payments made as a grant</b>								£0.00
<b>Total paid as salaries (net) - May 2026</b>								£ 3,120.39