Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk
Web site: www.kingtontowncouncil.gov.uk

Minutes of the Full Council Meeting

Monday 21 September 2026
6.00pm
at the Old Police Station, Market Hall Street, Kington.
HR5 3DP

PRESENT	IN ATTENDANCE
Cllr. M. Woolford – Chair	
Cllr. B. Bishop	Michael Greenfield - Clerk
Cllr. M. Blackaller (6.18pm)	
Cllr. P. Conrad (6.18pm)	
Cllr. N. Cornish	Ruth Robinson – Assistant Clerk
Cllr. M. Fitton	
Cllr. R. Morgan	7 members of the public
Cllr. E. Rolls	1 member of the press
Cllr. L. Timmins (6.18pm)	Ward Councillor – Cllr T James

Agenda item	Minute	
1	FC 121-26	**Apologies, Declarations of Interest and Requests for Dispensation** Apologies were accepted from Cllr. E. Banks, Cllr. R Banks, Cllr. J. Gardner, Cllr. R. Widdowson and Cllr. P. Sell. Cllr. R. Morgan declared a non-pecuniary interest in Agenda Item 11 Chamber of Trade Grant. Cllr B. Bishop declared a non-pecuniary interest in Agenda Item 12 Kington Bell Ringers Grant. There were no requests for dispensation.
2	FC 122-26	**To consider and approve co-option to Kington Town Council** The Chairman thanked all candidates who had put themselves forward for co-option to the Council. **RESOLVED: That Martin Blackaller, Patrick Conrad and Leonard Timmins be co-opted to Kington Town Council.** The co-opted councillors signed the Declaration of Acceptance of Office, and the Proper Officer signed the declaration at the meeting. The newly appointed councillors joined the council meeting at 6.18pm.

3 **FC 123-26** To agree the minutes of the meeting held on 20 July 2026
RESOLVED: That the Minutes of the meeting held on 20 July 2026 be approved and the Chair was authorised to sign the Minutes as a true record of proceedings.

4 **FC 124-26** **Public Participation:**

a) Police matters:

A written report was provided by the police.

01/09/2026 – Report of a door-to-door seller in the town potentially targeting vulnerable people. The public are encouraged to be vigilant and to close the door to these individuals.
Contact the police on 101.

12/09/2026 – Report of a burglary from a commercial premises on the High Street. This is a live investigation at this stage, so no further information can be shared.

17/09/2026 – Report of a theft of motorbikes from the Hatton Gardens area. This is a live investigation at this stage, so no further information can be shared.
Contact the police on 101.

There are reports across the county regarding scam phone calls – In this scam, the caller will claim to be a Police Officer and will ask the victim to dial 999 to verify their identity.
They will then try and convince the caller to transfer money to a bank account.
If you receive a call of this nature, please **do not engage** and hang up the phone. Then, contact the police on 101 to report it.

b) To receive the ward councillors report:

Ward Councillor T James updated the Council on matters relating to Herefordshire Council, including the budget for 2027/28, changes to planning decisions and market towns linking with Ukraine.
Noted.

To receive matters raised by members of the public present:

c) Public

There were no matters arising from members of the public.

d) To receive a report from Kington Chamber of Trade:

Representatives from the Chamber of Trade commented on the unsanitary state of the Portaloo's that are situated in the car park. These are in place as the Market Hall toilets are closed due to the refurbishment of the roof.

Representatives from the Chamber of Trade have been in contact with relevant Herefordshire Officer, who has apologised and commented that they will be cleaned daily.

5 FC 125-26 Mayor's Report
The Mayor's Report, as attached, was noted.

6 FC 126-26 Clerk's Report
The Clerk's report, as attached, was noted.

7 FC 127-26 Financial Matters:

a) To approve payments as now due:

Payments totalling £6665.40 (inclusive of VAT where applicable) as attached to the Minutes were approved
RESOLVED: That the payments totalling £6665.40 be approved.

b) To note receipts, if any, since the last meeting
Noted that no payments were received.

c) To note report from External Auditors and Conclusion of External Audit for year ended 31 March 2026
Noted.

d) To consider and approve the Detailed Receipts and Payments to 30.06.26 31.07.26 and 31.08.2026
RESOLVED: That the Detailed Receipts and Payments to 30.06.26 31.07.26 and 31.08.2026 be approved.

e) To consider and approve the Bank Reconciliations
Current Account 8517 30.06.2026
Current Account 8517 31.07.2026
Current Account 8517 31.08.2026

Kington Remembers 5108 30.06.2026
Kington Remembers 5108 31.07.2026
Kington Remembers 5108 31.08.2026

Savings Account 4143 30.06.2026
Savings Account 4143 31.07.2026
Savings Account 4143 31.08.2026

RESOLVED: That the Bank Reconciliations be approved.

8 FC 128-26 To receive and note the minutes of the following meetings and approve any recommendations:

a) Planning & Environment Committee held on 07.09.2026

RESOLVED: That the Finance Committee consider the request from Planning & Environment for dog waste bins 2027/2028. Noted
RESOLVED: That the Finance Committee consider the request from Planning & Environment for dog waste bins 2027/2028 is approved by Full Council.

b) Finance, Personnel and General Purposes Committee held on 07.09.2026

i. **RESOLVED: That the draft Investment Policy be approved and recommended to Full Council**

RESOLVED: That the draft Investment Policy is approved by Full Council.

ii. **RESOLVED: That the Youth Strategy proposals be added to the next Full Council agenda.**

RESOLVED: That the Youth Strategy proposals is approved by Full Council, subject to budgetary requirements.

iii. **RESOLVED: To convene a multi-institutional Working Party to develop a strategy for the acquisition of the toilet and lead on this report to Full Council, with a reporting line to the Finance Committee.**

RESOLVED: That a multi-institutional Working Party convene to develop a strategy for the acquisition of the toilet and lead on this report to Full Council, with a reporting line to the Finance Committee is approved by Full Council.
With representation from Councillors B. Bishop, R. Morgan and M. Woolford to form part of the Working Group with an invitation to the Chamber of Trade.

9 **FC 129-26** To nominate Members to complete and submit the Office of the Police & Crime Commissioner survey
RESOLVED: That Cllr. M. Woolford be nominated to complete and submit the Office of the Police & Crime Commissioner survey.

10 **FC 130-26** To consider and decide on Local Policing Community Charter priorities
RESOLVED: That the council agrees with Local Policing Community Charter priorities however there needs to be a 'how' in relation to implementation of the priorities.

11 **FC 131-26** To consider and decide on a grant to Chamber of Trade for CCTV Funding request £2287
RESOLVED: That the grant to Chamber of Trade for CCTV funding request £2287 be approved.

12 **FC 132-26** To consider and decide on a grant to Kington Bell Ringers – funding request £500.00

RESOLVED: That the grant to Kington Bell Ringers funding request £500.00 be approved.

13 **FC 133-26** To consider town council office relocation

Councillors discussed a possible relocation of the council offices. Further information is required in relation to costs.

RESOLVED: Cllr. M. Woolford to investigate possibilities and costs.

14 **FC 134-26** To consider and decide on the town's Christmas events 2026

The date of the Christmas Lights Switch-on is still unknown due to works occurring at the Market Hall. The Switch-on could occur on 26th November or Thursday 3rd December 2026, subject to confirmation.

RESOLVED: That the free Christmas Day Parking Day is Saturday 19th December 2026.

15 **FC 135-26** Information only item: Reports from councillors

Cllr. L. Timmins commented that he had met with the Footpaths Officer and an officer from Herefordshire Council regarding repairs to a kissing gate. This will be repaired and re-sited.

Access to the riverbank using the Rock Cottage Bridge has been agreed with various parties.

Cllr. B. Bishop commented on the planters by the Market Hall, which are behind the fencing. Unfortunately, they cannot be watered, and the flowers are unlikely to survive.

Cllr. N. Cornish commented on a vacant shop on Church Street which has a broken window and is boarded up.

It was commented that this should be reported directly to Herefordshire Council. Contact us - Herefordshire Council

16 **FC 136-26** 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)

17 FC 137-26 Personnel Matters:

a) To consider and decide on the recommendation from the Finance Committee

RESOLVED: That Full Council recruits to a Deputy Clerk's Post – 16 hours per week, with a Projects Officer post being developed for 16 hours per week, which will require budgetary considerations.

RESOLVED: That Deputy Clerk's Post – 16 hours per week be recruited, with a Projects Officer post being developed for 16 hours per week, which will require budgetary considerations is approved by Full Council.

b) To consider and decide on staffing matters

Staffing matters were discussed and noted.

18 FC 138-26 Items for the next agenda and date and time of next meeting

There were no items for the next agenda.

Monday 19th October 2026 – 6pm at The Old Police Station, Market Hall Street, Kington HR5 3DP

Mayor's Report August & September 2026
Mayor Martin Woolford 16th July 2026

This month I have been mostly involved with meetings with contractors regarding the Public Realm works.
Meetings with Clerk and Cllr R Banks regarding budgets and starting work on next year's budget, Possible new Town Council Office. Authority to carry on negotiations to prepare detailed report and costings for council to consider.
I have been concerned for some time that the Town Council office and meeting room are not ideal for the staff, councillors or members of the public.
Situated away from town the offices are tucked away and I feel sure that many people who live in town to not know where we are. The accommodation for the staff is cramped and in poor condition. The meeting room is cold, unwelcoming and has poor acoustics making it difficult for all in a meeting to hear. The public visiting has to wait in a corridor used by other businesses.
The main benefit of the current office is that it has a reasonable rent which includes services.
Currently the newly converted premises at Lower Cross is available, it has a large meeting room, separate office (approx. 1.5 times the size of existing office). A fully fitted kitchen, shower room and large cellar storage, new wiring and smoke detectors. Good flooring and good decoration.

Moving to this building would:
Make the Town Council more visible
Would provide modern offices for staff
Would make meeting the public easier
Would provide a much better venue for meetings

Costs
Rent would increase and services would be an additional charge
Cost of moving equipment and furniture,

The owner has indicated that
He is prepared to look at a long lease with a good rent-free period
That he is open to discussion about not taking it until next April



Advantages
Tourist information office could be moved in saving £2500pa
Room could be hired for meetings for other groups creating an income
Town council becomes visible and part of the town
Brings activity to that part of High Street

KINGTON TOWN COUNCIL
Meeting held on Monday 21 September 2026
Agenda item 6: 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. Herefordshire Council

The Clerk is awaiting responses from Herefordshire Council in relation to

- Proposal to transfer Mill Street Public Toilets, Kington
  - Follow-up queries have been sent to Herefordshire Council for clarification on various points, including TUPE, real costs, Condition Surveys and any financial contributions that can be made by Herefordshire Council to Kington Town Council.

2. Armed Forces Covenant

The Armed Forces Covenant has been signed by Cllr P Sell and Colonel Andy Taylor OBE DL, RIFLES County Colonel, on Saturday 27th June 2026.

The AFC having been registered. Philip Sinclair will be the DRM account manager.

3. Internal Verifier

Mulberry LAS Ltd, the internal audit services for Kington TC, has assigned Liz Dowie for the financial year 2026/27.

4. Adopt a kiosk (phone box) scheme – 01544230411

BT Networks – Payphones have received the email from the office staff with the pictures of the Notice posted within Kiosk Number: 01544230411.
They have started the 90-day consultation with County of Herefordshire Council. This consultation is due to end on 10th November 2026.
They will be in touch at the end of this consultation period to advise the outcome.

5. Market Hall & Coach House Refurbishment

Herefordshire Council are intending to replace the roof on the Coach House and to make some enhancements (painting all of the metal) to the glass building in the middle.
As a result of this project, these areas will be closed whilst the work is being carried out.
The public toilets will also be closed but the red brick will not so the markets can still go ahead.
The work is intended to start week commencing the 24th August 2026 and will last for 10-12 weeks.
It is being carried out by Reynolds Conservation- Historic Building Restoration Services | Reynolds Conservation, Ludlow and overseen by KODA architects.
There will be some pavement closure around the area too.
The outdoor Market Traders have been relocated to other venues in Kington. The indoor market is unaffected.

6. HMRC Offset

The Clerk reviewed the PAYE & NI and it seems that duplicate HMRC payments were made in April 2026.
16/04/26 - £2607.28 (this was for March 2026 PAYE/NI and in the changeover of staff it seems that the payment was duplicated). Also paid 29/04/26- £2607.28.
HMRC are applying the overpayment of funds to the account (offset).

HMRC have agreed that there will be no additional payments made until the overpayment has been cleared.
HMRC & NI will still be recorded on the Schedule of Payments to be Approved.

7. Waste Managed (Waste Removal) from the Recreation Ground Trust

Kington Recreation Trust has experienced significant issues with Waste Managed Ltd in relation to the waste collection service at Crooked Well Meadow. The company failed to provide the bins required under the agreed service, despite repeated assurances that the matter had been escalated. This led to waste accumulating on site and meant that the agreed service was not being delivered.
As a result, the Trust cancelled the arrangement with Waste Managed Ltd with immediate effect and requested a refund of £151.22, which had been taken from the Council's bank account despite the service not being provided.
Biffa has now been appointed as the current waste collection contractor and is providing the service required.

8. Information Commissioner's Office

The Data Protection Registration Certificate has been renewed and expires on 12 August 2027.

9. Reams of Paper

Councillors are allowed to receive a ream of paper a year to assist with the printing of documents.
Contact the Clerk if you would like to receive a ream of paper.

10. Local Government Association (LGA),

The Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a **3.3% increase in pay rates and allowances with effect from 1 April 2026**.
The agreed pay award covers the period from 1 April 2026 to 31 March 2027, and employers are being encouraged to implement the increase as quickly as possible.
This will be paid to those who are eligible for the settlement.
Staff who have left the organisation are eligible for the settlement, to the date that they left the organisation.
NALC publishes updated local government pay scales for 2026/27

11. Locality Steward

The new Locality Steward for Kington is Rory Edwards rory.edwards@herefordshire.gov.uk
While he is happy to have conversations about local highway issues, recurring concerns, or service queries, he kindly asks that any highway or public realm issues are still reported through the council's website using the online reporting forms.
The online system is the best route because it ensures issues are logged directly into their system, sent to the right team, and tracked through to completion.
It also helps them respond more quickly and provides updates as issues progress.

12. Kington Foodbank Referral Form

The Kington food bank team are working to improve their referral process and are keen to extend their reach with partner services to enable them to support those in most need.
The information has been sent to councillors in advance of the meeting.
The new email address to send referrals to - info@kingtonfoodbank.org.uk

13. Wildfire Ready Herefordshire: Council and Parishes Working Together
From: Dr Badri Padmanabhan MD BS M. Phil MPH PhD (Cantab) FFPH PGCAC PGC Med Ed, Interim Consultant in Public Health Medicine, Public Health Team

YouTube link as part of the post pack event. https://youtu.be/KmeGbec8T8g

	Kington Town Council							
	Schedule of payments to be approved - August 2026							
Voucher #	**Payee**	**Payment type:**	**Detail**		**Minute Ref.**	**Net**	**VAT**	**Total Payment**
Payments made since the last meeting								
92	EE	DD	Mobile Phone July 2026			£ 26.50	£ 5.30	£ 31.80
93	Eon	DD	Electric Toilet Block 01.04.26 to 30.06.26			£ 133.41	£ 6.67	£ 140.08
94	Lloyds Bank	DD	Corporate Purchasing Card - July					£ 82.49
95	EE	DD	Mobile Phone August 2026			£ 26.50	£ 5.30	£ 31.80
96	Lloyds Bank	DD	Corporate Card - August 2026					£ 47.99
Payments now due								£ -
								£ -
97	HMRC- KTC	Offset	KTC - HMRC Due for July salaries - Costs offset by HMRC due to overpayment - no payment due			£ 820.98	£ -	£ -
98	HMRC- KRT	BACS	KRT - HMRC Due for July salaries	KRT		£ 20.00	£ -	£ 20.00
99	J&P Turner	BACS	Maintenance of Planters to 30 June 2026			£ 650.00	£ 130.00	£ 780.00
100	Gareth Evans Gardening Services	BACS	2x Grass Cutting for June 2026 @£180.00	KRT		£ 360.00	£ -	£ 360.00

101	F White	BACS	Annual Play Inspection Crooked Well Meadow	KRT		£ 62.50		£ 62.50
102	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payment	KRT		£ 567.00	£ -	£ 567.00
103	Arrow Plant and Tool Hire	BACS	Fence Pin -Zebra Barrier Tape	KRT		£ 7.20	£ 1.44	£ 8.64
104	Kington Building Supplies	BACS	Toilet Rolls; Toilet Cleaner; Bin Liners	KRT		£ 45.56	£ 9.11	£ 54.67
105	Countrywide Grounds Maintenance	BACS	Grounds Maintenance Monthly Costs	KRT		£ 529.71	£ 105.94	£ 635.65
106	Marches Group Ltd	BACS	First Aid for AFD 27 June 2026	AFD		£ 330.00	£ 66.00	£ 396.00
107	Gareth Evans Gardening Services	BACS	1 Grass Cut for August @180	KRT		£ 180.00	£ -	£ 180.00
108	Herefordshire Council	BACS	Rent due 01.09.2026 - 30.09.2026			£ 190.00	£ -	£ 190.00
109	Information Commissioners Office	BACS	Annual ICO Registration			£ 52.00	£ -	£ 52.00
110	HMRC - KTC	Offset	KTC - HMRC Due for August salaries -Costs offset by HMRC due to overpayment - no payment due			£ 820.98		£ -
111	Kington Building Supplies	BACS	Toilet Rolls; Drain Unblocker; WD40; Cleaning cloths	KRT		£ 37.13	£ 7.43	£ 44.56
112	Kington Building Supplies	BACS	Toilet Rolls; Domestos; Mop; Gloves	KRT		£ 36.85	£ 7.38	£ 44.23
			Total payments this month excluding salaries			**£ 4,709.91**	**£ 327.30**	**£ 3,395.25**
FOR INFORMATION								

Total of payments made through grants received:								
Total of payments made as a grant								
								£ -
Total paid as salaries (net) - July 2026								£ 3,071.17

	Kington Town Council							
	Schedule of payments to be approved - 21 September 2026							
Voucher #	**Payee**	**Payment type:**	**Detail**		**Minute Ref.**	**Net**	**VAT**	**Total Payment**
Payments made since the last meeting								
113	Unity Bank	DD	Bank Charges			£ 12.25		£ 12.25
114	BT	DD	Phone charges 01.09.26 - 31.10.26			£ 316.74	£ 63.35	£ 380.09
115	EE	DD	Mobile Phone charges September 2026			£ 26.50	£ 5.30	£ 31.80
116	Lloyds Bank	DD	Printing Costs			£ 23.99		£ 23.99
								£ -
								£ -
								£ -
117	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payment	KRT		£ 387.00	£ -	£ 387.00
118	Kington Building Supplies	BACS	Makita Impact Bit; Bitumen Paint- Black	KRT		£ 44.82	£ 8.97	£ 53.79
119	PKF Littlejohn LLP	BACS	External Auditors- AGAR- Year ended 31 March 2026			£ 420.00	£ 84.00	£ 504.00
120	Arrow Plant & Tool Hire	BACS	Universal Stopcock Key	KRT		£ 15.60	£ 3.12	£ 18.72
121	Playdale Playgrounds	BACS	Engineer to review play equipment repairs required	KRT		£ 150.00	£ 30.00	£ 180.00
122	Kington Building Supplies	BACS	Latex Gloves			£ 10.12	£ 2.02	£ 12.14

123	Border Office Supplies & Systems Ltd.	BACS	Photocopier Charges 26.06.26 - 24.08.26			£ 188.22	£ 37.64	£ 225.86
124	A Vickerstaff	BACS	Kington Quarterly Publication			£ 300.00	£ -	£ 300.00
125	Countrywide Grounds Maintenance	BACS	Grounds Maintenance Monthly Costs	KRT		£ 529.71	£ 105.94	£ 635.65
126	Owen Whittall	BACS	Tree Work - 24th August 2026	KRT		£ 1,500.00	£ 300.00	£ 1,800.00
127	Vision ICT Ltd	BACS	Annual Fee for .gov.uk domain renewal			£ 25.00	£ 5.00	£ 30.00
128	J&P Turner	BACS	Planters Maintenance to 31st July 2026			£ 650.00	£ 130.00	£ 780.00
129	Amazon	BACS	Photocopying Paper			£ 17.99	£ 4.99	£ 22.98
130	Kington Building Supplies	BACS	Panel Pins; Gloves; Tracer Marking Kit			£ 18.32	£ 3.67	£ 21.99
131	Amazon	BACS	Workplace First Aid Kit			£ 7.32	£ 1.46	£ 8.78
132	Amazon	BACS	First Aid Accident Book			£ 4.58	£ 0.92	£ 5.50
133	Herefordshire Council	BACS	Rent 01.10.2026 - 31.10.2026			£ 190.00	£ -	£ 190.00
134	Owen Whittall	BACS	Removal of limb from Douglas fir & Scots Pine tree	KRT		£ 450.00	£ 90.00	£ 540.00
135	J&P Turner	BACS	Planters Maintenance to 31st August 2026			£ 650.00	£ 130.00	£ 780.00
136	M. Greenfield	BACS	Ink Cartridges and Mileage			£ 168.99	£ -	£ 168.99
			Total payments this month excl. salaries			**£ 5,727.67**	**£ 937.73**	**£ 6,665.40**

FOR INFORMATION								
Total of payments made through grants received:								
Total of payments made as a grant								
	Rec Grant							£ -
	Community Grant payments							£ -
								£ -
Total paid as salaries (net) - August 2026								£ 3,071.17