Kington Town Council

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Minutes of the Full Council Meeting

Monday 16 November 2026
6.00pm
at the Old Police Station, Market Hall Street, Kington.
HR5 3DP

PRESENT
Cllr. M. Woolford – Chair
Cllr. B. Bishop
Cllr. M. Blackaller
Cllr. J. Gardner
Cllr. R. Morgan
Cllr. J. Newsome (6.02pm)
Cllr. P. Sell

IN ATTENDANCE

Michael Greenfield - Clerk

Ruth Robinson - Assistant Clerk

3 members of the public
1 member of the press
Ward Councillor- Cllr. T. James

Agenda item	Minute	
1	FC 153-26	**Apologies, Declarations of Interest and Requests for Dispensation** Apologies were accepted from Cllr. E. Banks, Cllr. R. Banks, Cllr. P. Conrad, Cllr. N. Cornish, Cllr. L. Timmins and Cllr. R. Widdowson. There were no requests for dispensation.
2	FC 154-26	To consider and approve co-option to Kington Town Council It was noted that Dr Peter Kelway had postponed his co-option application. **RESOLVED: That Jeff Newsome be co-opted to Kington Town Council.** The co-opted councillor signed the Declaration of Acceptance of Office, and the Proper Officer signed the declaration at the meeting. The newly appointed councillor joined the council meeting at 6.02pm.
3	FC 155-26	To agree the minutes of the meeting held on 19th October 2026

RESOLVED: That the Minutes of the meeting held on 19th October 2026 be approved and the Chair was authorised to sign the Minutes as a true record of proceedings.

4 FC 156-26 Public Participation:

a) Police matters:

There were no matters arising from the police.

b) To receive the ward councillors report:

Ward Councillor T. James provided an update on Herefordshire Council's work.

NOTED.

c) To receive mattes raised by members of the public present

There were no matters raised by members of the public present.

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

The Chamber of Trade reported that the Market Hall has been without electrical power for the last few weeks.

National Grid will need to install a new power line to the Market Hall, which will take at least 6 hours. The current scaffolding will also need to be taken down and replaced with alternative scaffolding to allow the works to take place.

Meetings are being held with representatives from Herefordshire Council, the contractors, the Chamber of Trade and National Grid.

Markets are planned for this Friday and Saturday, and the Chamber of Trade has been assured that electrical power will be available.

Work is due to commence on the High Street from 14 to 16 December 2026.

The Chairman thanked the Chamber of Trade of their work in this matter.

5 FC 157-26 Mayor's Report

The Mayor's Report was noted.

The Mayor attended the Remembrance Day Memorial on 8th November 2026.

6 FC 158-26 Clerk's Report

It was noted that a Data Protection and Retention exercise has been undertaken over the last few months.

This has been undertaken in compliance with the Data Protection Act 2018.

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

7 FC 159-26 Financial Matters:

a) To approve payments as now due:

Payments totalling £9703.97 (inclusive of VAT where applicable) as attached to the Minutes were approved

RESOLVED: That the payments totalling £9703.97 be approved.

b) To note receipts, if any, since the last meeting
Receipt from Waste Managed for £102.00.

c) To consider and approve the Detailed Receipts and Payments to 31.10.2026

RESOLVED: That the Detailed Receipts and Payments to 31.10.2026 be approved

d) To consider and approve the Bank Reconciliations

Item 7d Bank Reconciliation Current Account 8517 31.10.2026
Item 7d Bank Reconciliation Kington Remembers 5108 31.10.2026
Item 7d Bank Reconciliation Saving Account 4143 31.10.2026

RESOLVED: That the Bank Reconciliations 31.10.2026 be approved

8 **FC 160-26** To receive and note the minutes of the following meetings and approve any recommendations:

a) Planning & Environment Committee held on Monday 2nd November 2026

NOTED.

b) Finance Committee
Draft Minutes held Monday 2nd November 2026
Recommendation: That council approve a budget of £207,608 for the financial year of 2027-2028.

NOTED.

Note Youth Strategy Correspondence from Herefordshire Council
Recommendation: That the committee recommends to Full Council that the request for a grant is not approved, particularly in relation to financial regulations and the governance of public funds.

NOTED.

9 **FC 161-26** To consider and approve the budget for 2027/2028

RESOLVED: That a budget of £207,608 be set for the financial year of 2027-2028.

10 **FC 162-26** To consider and decide on Christmas events for the town

The Chamber of Trade Working Party gave an update on Christmas plans for the town.

Family events will be held at the football club on Sunday 13th December 2026.
These will include a Santa's Grotto, a disco, children's games and a prize for the best fancy dress.
Volunteers are welcome to help decorate the football club.
Posters promoting the event are being designed and will be displayed around the town.
A Christmas tree will be placed outside the Post Office, with further trees around the town, some with multi-coloured lights and others with white lights.
The Chamber of Trade is asking every shop in the High Street area to put up Christmas lights.

11 **FC 163-26** To consider and approve the Delegated Powers Policy for Planning & Environment
RESOLVED: That the Delegated Powers Policy for Planning & Environment be approved.

12 **FC 164-26** Draft Emergency Plan – Confidential document
NOTED.

13 **FC 165-26** Information only item: Reports from councillors

Cllr. J. Newsome raised a query about the car charging points at Common Close.
It was noted that the charging speed was too low to charge electric cars adequately.

Cllr. J. Gardner attended the Youth Strategy event on behalf of the council. A Youth Strategy Forum will be held on Tuesday 17th November, 1.30pm to 3.30pm, at The Oxford Arms, Duke Street, Kington HR5 3DR.

Cllr. R. Morgan is seeking to organise volunteer litter-picking activities with the Chamber of Trade for the town.

The Museum AGM will be held on 23rd November at 7.00pm at the Burton Hotel, Kington. Cllr. B. Bishop will try to attend.

14 **FC 166-26** Items for the next agenda and date and time of next meeting
There were no items for the next agenda.

Monday 18th January 2027 – 6pm at The Old Police Station, Market Hall Street, Kington HR5 3DP

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KINGTON TOWN COUNCIL
Meeting held on Monday 16th November 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. IT Support – Kington Town Council

The Council relies on IT systems for its day-to-day operations, including emails, financial management, document storage and communications.

It is important that these systems are secure, reliable and properly maintained.

The Clerk has been in contact with various IT companies to ensure that its data and governance arrangements are suitable for the work of the council, going forward.

The Clerk has identified that professional IT support will need to be retained.

The main reasons for professional IT support are:

- Data Protection: Ensuring Council information and personal data are held securely and protected from cyber threats.
- Business Continuity: Making sure information is backed up and systems can be restored if something goes wrong.
- Technical Support: Providing specialist assistance when problems arise, rather than relying on the Clerk to resolve technical issues.
- Good Governance: Ensuring the Council retains control of its systems, passwords and records, particularly when staff change.
- Value for Money: Reducing the risk of costly IT failures, data loss or disruption to Council services.

The Clerk is seeking IT quotes with a view that Council should consider appointing a professional IT support provider offering a proportionate and affordable service.

This would help protect Council information, reduce operational risks and ensure staff have access to appropriate technical assistance when required.

2. Land Registry – Recreation Ground Cottage

The council's solicitors are confirming registration of the land with Land Registry. Details sent to the solicitors on 28th October 2026.

3. Police Feedback regarding Dangerous Roads

A councillor asked a query regarding dangerous roads, as identified in a police report.

A representative from the police has commented that they are often guided by the community in respect of identifying areas of speeding vehicles.
Occasionally, speed monitoring is conducted via cables crossing the road which gives the police (or the council) an idea of speeds on a particular stretch of road, but apart from that, the police enforce on roads that have been identified as areas where vehicles regularly speed, identified by either ourselves or the community.

For example, police have recently targeted Victoria Road in Kington as a result of community concerns raised there over speeding.

In short, with regards to speeding the police can be guided by yourselves – if there's a particular bad stretch that the community feels needs extra attention just let the police know and they will take a look.

4. Market Hall Electrical Panel - Faulty

Herefordshire Council have been contacted by representatives from the Chamber of Trade as the Market Hall Fire Panel is showing a fault.

Herefordshire Council are sending a contractor to fix the issue, week commencing 9th November 2026.

5. Data Protection and Retention of documents

To note that a Data Protection and Retention exercise has been undertaken over the last few months.
This has been undertaken in compliance with the Data Protection Act 2018.

6. Interim Internal Audit – November 2026

The Internal Verifier from Mulberry Local Authority Services Ltd. visited the council on Wednesday 4th November 2026 and undertook a review of its governance and financial arrangements.
There were a few recommendations, which will be presented the Finance, Personnel and General Purposes Committee at their next meeting.

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Audit Point	Internal Audit Findings	Council comments
B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	Not all Register of Members' Interests Forms were available to view on the website at the time of the audit due to a delay on the part of Herefordshire Council in processing forms received from the Town Council, but hard copies were provided to the auditor. The Clerk continues to monitor this and will publish the outstanding forms on the website once processed and signed by Herefordshire Council. Financial Regulations Clause 7.6 is inconsistent with Clause 7.4. Invoices are scrutinised and compared to the payments schedule at council meetings and the payments are authorised by two councillors subsequently by reference to the payments list. I recommend that FR 7.6 is amended to refer to the "payment schedule" rather than "invoices" in order to reflect current practice and to align with FR 7.4	
C. RISK MANAGEMENT AND INSURANCE	The Risk Management Review document includes a section under the heading of "Other" which covers the risk to continuity of business due to lack of or unavailability of staff. The risk scores and mitigation have not been included and I recommend that these are added at the next review	
	The Fidelity Guarantee cover was recently increased to cover the council's bank balances. However, following the receipt of the second tranche of the precept it is recommended that cover is further increased to £300,000 to ensure ongoing cover throughout the financial year.	
I. BANK AND CASH	At the date of the internal audit, the balances held exceed the £120,000 protection limit per financial institution offered by the FSCS and the council should consider transferring funds to other institutions to maximise the protection available to it.	

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O. DIGITAL AND DATA COMPLIANCE	The Website Accessibility Statement states that the website is compliant with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and the statement does not appear to have been updated since 2020. In order to warrant a positive response to this audit objective the website provider should be requested to update the website to be compliant with WCAG 2.2A, and the statement should include confirmation of compliance and the date the website was last tested. The council last completed a data audit in August 2026, but it is recommended that completion of the data audit is formally reported to council and recorded in the minutes. There is no evidence that the Data Protection Policy has been reviewed since it was initially adopted in 2019. In order for me to give a positive response to Objective O at the year end this should be reviewed before 31st March 2027	

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Voucher #	Payee	Payment type:	Detail		Net	VAT	Total Payment
151	Lloyds Bank	DD	Renewal Microsoft 365 (£104.99); Instant Ink HP Printer(£52.49) Monthly Bank Fee (£3.00)				£ 160.48
152	HMRC- KTC	BACS	PAYE Period 5 - offset from previous		£ 668.12		£ 668.12
153	Eon	DD	The Toilet block- electric 01.07.2026-30.09.2026		£ 55.40	£ 2.77	£ 58.17
154	Unity Trust Bank	DD	Bank Charges 31.10.2026		£ -		£ -
							£ -
Payments to be made							£ -
							£ -
155	Active Garden	BACS	Supply and fit armoured rope on main climbing structure at playground	KRT	£ 120.00	£ 24.00	£ 144.00
156	Kington Building Supplies	BACS	Blue; Pine Fresh; Padlock; Cleaning Cloths; Dettol Mold/Mildew Removal	KRT	£ 108.22	£ 21.65	£ 129.87
157	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payment	KRT	£ 387.00	£ -	£ 387.00
158	Michael Greenfield	BACS	Clerk Expenses - October 2026		£ 26.00	£ -	£ 26.00
159	Kington Building Supplies	BACS	Regatta Safety Boots - Grounds Team Staff	KRT	£ 44.99	£ -	£ 44.99
160	Countrywide Ground Maintenance	BACS	Grounds Maintenance - October	KRT	£ 529.71	£ 105.94	£ 635.65
161	Owen Whittall	BACS	Crooked Well Meadow Tree Work	KRT	£ 2,050.00	£ 410.00	£ 2,460.00

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162	D.V. Watkins Plumbing & Heating Engineers	BACS	Recreation Ground Broken Flush handle; male toilets	KRT	£ 146.60	£ 29.32	£ 175.92
163	Amazon	BACS	Photocopying paper		£ 17.99	£ 4.99	£ 22.98
164	Fran White	BACS	Annual Play equipment Inspection - Kington Recreation Ground	KRT	£ 62.50	£ -	£ 62.50
165	HVOSS	BACS	Free Christmas Day Meal - GRANT		£ 200.00	£ -	£ 200.00
166	Mayglothling Waste Ltd	BACS	Jetting to unblock drains	KRT	£ 265.50	£ 53.10	£ 318.60
167	Kington Building Supplies	BACS	Grip Gloves & Grime Wipes	KRT	£ 18.47	£ 3.70	£ 22.17
168	Wayne Summers Designs	BACS	Design - Welcome to Kington Signs		£ 100.00	£ -	£ 100.00
169	HCR Law	BACS	Legal Fees		£ 2,275.60	£ -	£ 2,275.60
170	J&P Turner	BACS	Planters Maintenance - 31st October 2026		£ 650.00	£ 130.00	£ 780.00
171	Mulberry Local Authority Services Ltd	BACS	Interim Internal Auditor visit held Wednesday 4th November 2026 for years 2026/27		£ 564.90	£ 112.98	£ 677.88
172	HMRC - KTC	BACS	HMRC KTC- November Salary		£ 1,050.81	£ -	£ 1,050.81
173	Herefordshire Council	BACS	Office Rent 01.12.2026 - 31.12.2026		£ 190.00	£ -	£ 190.00
							£ -
			Total payments this month excl. salaries		**£ 8,808.29**	**£ 895.68**	**£ 9,703.97**
FOR INFORMATION							

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Total of payments made through grants received:							
Total of payments made as a grant							
	HVOSS	BACS	The grant will contribute towards the cost of providing a completely free Christmas Day meal in Kington. This will be our third year in Kington. We provide a welcoming three-course meal, with sit-down places and takeaway collection, for people who may otherwise be alone, be affected by the cost of living, or simply benefit from company and a warm meal		£ 200.00		£ 200.00
							£ -
Total paid as salaries (net) - October 2026							£ 3,044.92

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