



## *Kington Town Council*

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

Telephone 01544 239098

email: clerk@kingtontowncouncil.gov.uk



### **Minutes of the Town Council Meeting held on Monday 8 May 2017**

The Old Police Station, Market Hall Street, Kington at 19:00.

There was 1 member of the police present

There was 1 member of the press present

There was 1 member of the public present

<b>PRESENT</b>	<b>APOLOGY</b>
Cllr Mr M Fitton	Cllr Mrs E Banks
Cllr Mr B Widdowson	Cllr Mr R Banks
Cllr Mr J Atkinson	Cllr Mr T Bounds
Cllr Mr J Dennis	Cllr Mr R MacCurrach
Cllr Mrs C. Forrester	Cllr Mrs P Prior
Cllr Mr F Hawkins	Cllr Mrs E Rolls
Cllr Mr W Laurie	
Cllr Mr I Wood-Johnson	

### **IN ATTENDANCE**

Gwilym Rippon (Clerk)

Mary Tolhurst (minuting)

Ward Councillor Terry James (arrived 19.55)

- | <b>Item</b> |   | <b>Actions</b> |
|-------------|---|----------------|
| 1           | <b><u>180-17</u></b><br><b><u>TO ELECT THE MAYOR OF KINGTON AND WITNESS THE MAYOR'S ACCEPTANCE OF OFFICE.</u></b><br>It was proposed by Cllr Forrester and seconded by Cllr Hawkins, that Cllr Martin Fitton be elected as Mayor of Kington. This was put to the vote and accepted with one abstention.<br>Cllr Martin Fitton was duly elected as the Mayor of Kington<br>Cllr Martin Fitton completed and signed the Mayor's acceptance of office. |                |
| 2           | <b><u>181-17</u></b><br><b><u>TO ACCEPT APOLOGIES FOR ABSENCE THROUGH THE CLERK</u></b><br>Apologies were received from, and accepted for, Cllrs E Banks, R Banks, Bounds, MacCurrach, Prior and Rolls.   |                |
| 3           | <b><u>182-17</u></b><br><b><u>TO MAKE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA</u></b><br>No Declarations of Interest declared.  |                |

- 4 **183-17** **TO CONSIDER ANY WRITTEN DISPENSATIONS RECEIVED**  
The Clerk confirmed that there were no new written dispensations to consider.  
Cllr Widdowson has an extant dispensation.
- 5 **184-17** **TO CONFIRM AND SIGN THE MINUTES AS A TRUE RECORD, OF THE MEETINGS HELD ON MONDAY 3<sup>RD</sup> APRIL 2017 AND 18<sup>TH</sup> APRIL 2017**  
After a correction to item 7, it was proposed by Cllr Wood-Johnson and seconded by Cllr Widdowson that the minutes of Monday 3 April be accepted and signed as a true record.  
**RESOLVED**  
That the minutes of Monday 3 April were accepted and signed as a true record.
- It was proposed by Cllr Widdowson and seconded by Cllr Wood-Johnson that the minutes of Monday 18 April be accepted and signed as a true record.  
**RESOLVED**  
That the minutes of Monday 18 April were accepted and signed as a true record.
- 6 **185-17** **TO RECEIVE REPORTS**
- a To receive the Police report  
PCSO Boden reported one recent crime: arson to a vehicle in Hatton Gardens.  
Enquiries are ongoing.  
Positive news  
2 People have been arrested for shoplifting.  
1 Person arrested for handling stolen goods.  
1 Person arrested for handling stolen goods.  
1 Person reported to court for being in charge of a dog dangerously out of control.  
1 male arrested for assault and racially aggravated comments. PCSO Boden commented that this is something the police treat very seriously and do not tolerate.
- b To receive the Ward Councillor's report  
Ward Councillor James updated members on several matters:  
Herefordshire Council has received a grant of £7.8m over three years for the Social Care Budget. Ward Councillor James expressed some concern over the finances condition and time span.  
Herefordshire Council will be receiving a further £8m as a result of the case against Amey Engineering. This is hopefully be spent on road improvements in the county.
- c To receive questions from members of the public  
There were no questions
- 7 **186-17** **TO RECEIVE A REPORT FROM THE RETIRING MAYOR** *(included)*  
Mrs Banks presented the following report  
**Mayor's Report to Kington Town Council on Monday 8 May 2017**  
**Engagements attended**  
Thursday 6 April attend the installation of the High Sherriff  
Saturday 15 April attend the opening of the Edible planters  
Sunday 23 April attended the Civic Service "Celebration of Kington" at St Mary's Parish Church, Kington  
Wednesday 26 April attended Red Cross Flower Show at Newport House  
Wednesday 26 April attended Personnel Committee  
Tuesday 2 May attended the Herefordshire Council May Fair.

Thursday 4 May attended the Kington Annual Town meeting

**Notes on Minutes of KTC meetings**

- **On Monday 9 January 2017:** 005-17 Clerk to assist CPSO Alford in obtaining permission to fix a CCTV unit to the Library
- **On Monday 3 April 2017:**059-17: Clerk was asked to add to the next agenda the condition and use of telephone boxes in Kington
- 062-17 Churchyard wall - has Mr Price been contacted and Gareth Evans contacted to trim back the ivy

This is my last Mayor's report and I would like to thank all councillors, the clerk and assistant clerk for all their help and assistance

I attached a letter from Rev Benedict Griffiths sent to Kington Town Council and to Lawrence and myself concerning the Civic Service

- 8**    **187-17**    **TO ELECT A DEPUTY MAYOR**  
Cllr Forrester was proposed by Mayor Fitton and seconded by Cllr Hawkins.  
Cllr. Forrester was duly elected as the Deputy Mayor of Kington and completed the Deputy Mayor's acceptance of office.
- 9**    **188-17**    **TO RECEIVE THE CLERK'S REPORT** *(included)*  
The Clerk's report, having been circulated with the agenda, was noted.
- 10**   **189-17**   **TO AGREE TO ABIDE BY THE CODE OF CONDUCT.**  
It was proposed by Cllr Widdowson and seconded by Cllr Dennis that Kington Town Council would agree to abide by the code of conduct  
**RESOLVED**  
It was resolved that Kington Town Council would abide by the code of conduct.
- 11**   **190-17**   **TO ADOPT STANDING ORDERS**  
It was proposed by Cllr Widdowson and seconded by Cllr Forrester, that Kington Town Council would adopt the Standing Orders  
**RESOLVED**  
It was resolved that Kington Town Council would adopt the Standing Orders.
- 12**   **191-17**   **TO ADOPT THE FOLLOWING POLICES, REGULATIONS AND STRATEGIES:**

Financial regulations	Communication strategy	Safeguarding policy
Grievance policy*	Lengthsman policy	Complaints policies
Co-option	Councillors' training strategy	Contracting and tendering
Unreasonable behaviour policy	Health and safety policy	Environmental policy
Data protection policy		

It was proposed by Cllr Forrester and seconded by Cllr Hawkins that all the above regulations, policies and strategies be adopted by members of the current Council.  
\*Councillor Forrester reminded members present that the Financial regulations had changed over the past year so needed to be put to the Scrutiny Committee for ratification.

**RESOLVED**

That all Kington Town Council's regulations, policies and strategies be adopted by members of the current Council, with the exception of the Financial regulations.

**RESOLVED**

\*That the Financial regulations would be brought before the next meeting of the Scrutiny Committee for ratification.

**13 192-17 TO MAKE APPOINTMENTS TO THE FOLLOWING COMMITTEES:**

<b>Finance &amp; General Purposes</b>	<b>Planning</b>	<b>Personnel</b>
Cllr Mr M Fitton	Cllr Mr M Fitton	Cllr Mr M Fitton
Cllr Mrs E Banks	Cllr Mrs E Banks	Cllr Mrs E Banks
Cllr Forrester	Cllr Forrester	Cllr Forrester
Cllr Bounds	Cllr R Banks	Cllr R Banks
Cllr Hawkins	Cllr Bounds	Cllr MacCurrach
Cllr Laurie	Cllr Hawkins	Cllr Rolls
Cllr Rolls	Cllr Rolls	
Cllr Mr R Widdowson	Cllr Mr R Widdowson	
	Cllr Wood-Johnson	
<b>Scrutiny</b>	<b>Environment</b>	<b>Services</b>
Cllr Mr M Fitton	Cllr Mr M Fitton	Cllr Mr M Fitton
Cllr Mrs E Banks	Cllr Mrs E Banks	Cllr Mrs E Banks
Cllr Forrester	Cllr Forrester	Cllr Forrester
Cllr Hawkins	Cllr J Atkinson	Cllr Bounds
Cllr Prior	Cllr Bounds	Cllr John Dennis
Cllr Wood-Johnson	Cllr John Dennis	Cllr Hawkins
	Cllr Laurie	Cllr Laurie
	Cllr MacCurrach	Cllr Prior
	Cllr Prior	Cllr Mr R Widdowson
	Cllr Wood-Johnson	Cllr Wood-Johnson

**14 193-17 TO AGREE BANK SIGNATORIES FOR EACH OF THE FOLLOWING ACCOUNTS**

**14.1 Current Account: Unity Trust Bank**

It was discussed and it was agreed that the following members would be bank signatories for this account

Cllr Mrs E Banks	Cllr Fitton	Cllr Forrester	Cllr Widdowson
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**14.2 Recreation Ground Trust: current account HSBC**

It was discussed and agreed that the following members would be bank signatories for this account

Cllr Bounds	Cllr Widdowson	Cllr Rolls
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**15 194-17 TO MAKE APPOINTMENTS TO THE FOLLOWING INDIVIDUAL OFFICES**

<b>Tree Warden</b>	<b>Flag Master</b>	<b>Council Financial Examiner</b>	<b>War Memorial</b>	<b>Quarry Liaison</b>
Mr Richie Cotterill	Mr. Steve Reynolds	Cllr Dennis	Cllr Laurie	Cllr Atkinson

**16 195-17 TO AGREE APPOINTMENTS OF COUNCIL REPRESENTATIVES ON THE FOLLOWING OUTSIDE BODIES**

<b>Neighbourhood Planning</b>	<b>Kington United Charities</b>
Cllr Mrs E Banks	Cllr Mrs E Banks
Cllr Fitton	
Cllr Forrester	
Cllr Hawkins	
Cllr Widdowson	

**17 196-17 REPRESENTATIVES TO LIAISE WITH OUTSIDE PARTNERS**

It was discussed and agreed that the following members would be Kington Town Council liaison with the outside partner organisations. It was agreed that former Councillor Reid was still fulfilling her three-year role.

<b>Lady Hawkins Foundation</b>	<b>Market Town's Forum</b>	<b>Kington Chamber of Trade</b>
Former Cllr Julia Reid	Cllr Fitton	Cllr Fitton
Final year of 3-year position)	Cllr Widdowson plus interested delegates (ad hoc )	Cllr Mrs E Banks Cllr Forrester Cllr Wood-Johnson
<b>Kington Festival Association</b>	<b>Kington Museum</b>	<b>Kington Tourist Group</b>
Cllr Bounds	Cllr Forrester	Cllr Banks
<b>KLEEN</b>	<b>Kington Twinning Association</b>	<b>Kington Allotments Association</b>
Cllr MacCurrach Cllr Wood-Johnson	Cllr Fitton Cllr Widdowson Cllr Forrester	Cllr Atkinson

Cllr Forrester requested that all councillors be notified of the Market Towns Forum Meetings

**18 197-17 FINANCE**

**a To agree the Annual Governance Statement (included)**

It was proposed by Cllr Forrester and seconded by Cllr Widdowson that the Annual Governance statement be agreed.

**RESOLVED**

The Annual Governance statement was agreed.

**b To agree the Accounts ending 31<sup>st</sup> March 2017 (included)**

It was proposed by Cllr Widdowson and seconded by Cllr Forrester that the accounts ending 31<sup>st</sup> March 2017 be accepted.

**RESOLVED**

These accounts were accepted by all

**c To agree that Kington Town Council confirms it is still eligible to use the General Power of Competence**

The Clerk explained that Kington Town Council still fulfilled all the criteria of eligibility to use the General Power of Competence.

It was proposed by Cllr Forrester and seconded by Cllr Hawkins, that Kington Town Council still fulfilled all the criteria of eligibility to use the General Power of Competence

**RESOLVED**

It was resolved and confirmed Kington Town Council is still eligible to use the General Power of Competence

It was noted that for Kington Town Council to remain eligible to use the General Power of Competence, it was vital that the Clerk's replacement would also be a suitably qualified Clerk.

**d To agree to pay the clerk at SCP 43**

It was proposed by Cllr Forrester and seconded by Cllr Hawkins that the Clerk should be paid at SCP 43

**RESOLVED**

That the Clerk should continue to be paid at SCP 43

It was noted by all that this level of payment was subject to experience: this would be reviewed before the appointment of the new Clerk.

**e To agree invoices for payment as per schedule of payments (*included*)**

payment to	reason for expenditure	Invoice number	Cost	Minute reference	recurring
Reimbursement / payment to Councillors					
Turnham Green	Neighbourhood Plan	16	180.00		
	Schedule of Payments				
HMR&C	Salary	15	820.77	Full 09/16	✓
Turnham Green	Neighbourhood Plan	16	180.00	Full 09/16	✓
Tom Bounds	Electrical work	17	347.14	Full 09/16	
Herefordshire Tree Warden	Tree Warden	18	25.00	Full 09/16	✓
Dolald McIntyre	Churchyard	19	550.00	Full 09/16	✓
Boss	Printer costs	20	111.49	Full 09/16	✓
Grants to the Recreation Ground					
KBS	Rec Grant	21	87.90	Full 08/17	✓
Npower	Rec Grant	22	75.74	Full 08/17	✓
Countrywide	Rec Grant	23	177.00	Full 08/17	✓

<b><u>For information only</u></b>						
PEAC	printer lease	24		196.08	Full 08/17	✓
Lloyds Bank	bank charges	25		3.00	Full 08/17	✓
						✓
<b><u>Recreation Ground Trust (for info)</u></b>						
HMRC	Salary			93.00		✓

It was proposed by Cllr Wood-Johnson and seconded by Cllr Widdowson that the payments be taken en bloc.

The Clerk was instructed to pay all invoices

**19    198-17    **TO DISCUSS AND DECIDE ON THE PAYMENT OF £600.00P FOR AN ADVERT IN THE HEREFORD TIMES****

This was discussed at length. There is no provision for this in the budget and both the Clerk and Councillors did not think that the expense was justified at present.

The vacancy has been disseminated widely on relevant social media, and, on English and Welsh Local Government Employment sites.

The Clerk reassured members that he would not leave the Council without proper cover after he had started his new job.

**RESOLVED**

It was decided to bring this to the June meeting of Full Council if necessary

**20    199-17    **UPDATE ON THE NEIGHBOURHOOD PLAN****

Mayor Martin Fitton advised members that the draft plan has been submitted and the consultation would begin on 30<sup>th</sup> May. Mayor Fitton expressed his thanks to former Councillors Richie Cotterill and Celia Kibblewhite for their help in compiling the document. There is to be a special meeting of Full Council on Monday 15<sup>th</sup> May to discuss further.

**21    200-17    **TO AGREE THE SCHEDULE OF MEETING DATES****

It was proposed by Cllr Wood-Johnson and seconded by Cllr Laurie that the Schedule of meeting dates be agreed

**RESOLVED**

The meeting dates were agreed. It was noted that Scrutiny and Personnel Committee meetings were not on the schedule as they are called as, and when, necessary

**22    201-17    **REPORTS FROM COMMITTEE CHAIRS** *(minutes from committees included)***

**Services Committee:** Cllr Widdowson informed members that the Asset Trust's Bank Account is now open. A paper will be presented at the June meeting of Full Council on the Asset Trust and the need for a small working group

Cllr Widdowson reminded members about the public meeting about the Library, at 7pm Wednesday 10 May.

**23    202-17    **TO NOTE ANY MEETINGS ATTENDED BY COUNCILLORS****

No meetings to note

24 203-17 **TO RECEIVE QUESTIONS FROM COUNCILLORS**  
Cllr Atkinson requested that Kington Town Council write to the Tarmac Group for a status report on work that was to have been completed two years ago  
Cllr Laurie asked for a progress report on the churchyard wall repairs. The Clerk confirmed that quotes are being sent in in the office. **CLERK**

25 204-17 **TO PRESENT ITEMS FOR INCLUSION ON THE NEXT AGENDA**  
CCTV for identifying dog mess culprits  
New Clerk's appointment (if necessary)

The meeting ended at 20.15

Signed.....Mayor. Date .....