



Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP
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Minutes of the Town Council Meeting held on Monday 3rd September 2018

At The Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. M. Fitton - Chairman
Cllr. E Banks
Cllr. T Bounds
Cllr. F Hawkins
Cllr. R MacCurrach
Cllr. P Prior
Cllr. L. Rees
Cllr. E Rolls
Cllr. R Widdowson
Cllr. I. Wood Johnson

IN ATTENDANCE

Liz Kelso – Clerk
Mary Tolhurst – admin assistant

2 members of the public
1 member of the police

Agenda Item Minute

1 146-18 TO RECEIVE APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Apologies were noted from Cllrs J Atkinson, C Forrester, R Banks and J Dennis.

Members noted and agreed to a request for a six month leave of absence from Cllr. C. Forrester on ill health grounds.

There were no Declarations of Interest and no requests for dispensation.

2 147-18 TO CONFIRM MINUTES OF THE MEETING HELD ON 6th August 2018

It was agreed that the minutes of the meeting of 6th August be approved, and that the Chairman be authorised to sign the minutes as a true record of proceedings at that meeting.

3 148-18 PUBLIC PARTICIPATION:

a Police report

CPSO Emma Dunne was welcomed to the meeting and gave a verbal report of crimes in the Kington area including:

- Antisocial behaviour at the Llewelin Road play area and at the Skate park: both are being heavily monitored.
- The next PACT surgeries will be on the 27th September. 9-10am at the Post Office, 10-10.45 at the Livestock Market.
- The monitoring of antisocial / illegal parking continues.
- Speeding vehicles are also being monitored: volunteers for the Community speed watch project were invited. Cllr Wood-Johnston asked for information on this.

b Ward Councillors report

Ward Councillor James was not present and had not sent a report.

c Matters raised by members of the public present

A member of the public enquired about about the status of the Neighbourhood plan. Cllr Fitton clarified that Kington Town Council's work with the Plan was now at an end. the Plan is with Herefordshire Council, as a draft document, awaiting the six-weeks consultation period. There would be an independent examiner inspection of the Plan and report before the final referendum. It was doubtful that the Referendum would take place before Christmas

4 149-18 MAYOR'S REPORT

Cllr Fitton gave a verbal report, explaining that much of work in the preceding month had been related to the Neighbourhood Plan. He noted with thanks the efforts of all those involved in bringing the Neighbourhood Plan to its current point and proposed that he write and thank those who have been key to the process for their invaluable voluntary time and help in compiling the report, indices and surveys for the Plan. This was unanimously agreed.

Members also noted some progress with the Health Commission although there was no meeting in the last month.

5 150-18 TO RECEIVE THE CLERK'S REPORT

The Clerk's report, as attached to these Minutes, was noted. After questions were raised about the street lighting in Furlong Lane and the bridge over the Arrow, Cllr Bounds volunteered to research the legal distance between street lights on the public highway.

6 151-18 FINANCIAL MATTERS

a Payments

Payments as per the attached schedule totalling £2,291.50 were agreed

b Financial Regulations

It was proposed by Cllr Rolls and seconded by Cllr Rees that revised Financial Regulations as presented to the meeting and in accordance with the recommendation of the Finance and General Purposes Committee, be adopted. The recommendation was unanimously agreed.

c Recommendations from the Grant Panel

After clarifications, the recommendations from the Grants Panel were accepted as follows.

Organisation	To support	Amount requested	Recommended awards
3.i Kington Horse Show	Free bus and mobility scooters at show	£500	£500
3.ii Herefordshire Wildlife Trust	Two Wildplay sessions	£500	£500
3.iii 1 st Kington Scout Group	Section flags	£650	£500
3.iv St Mary's PCC	'Tommy'	£700	£200
3.v Marches Makers	Advertising	£120	£120
3.vi Kington Tennis	Coaching	£500	£500
TOTAL requested		£2,970	£2,320
TOTAL amount in budget for year	£5,000	Total remaining in budget	£2,680

It was noted that all grants were capped at £500.00p

7 152-18 UPDATE ON COMMUNITY ASSET TRANSFERS

Cllr Fitton confirmed that the Task & Finish Group on buildings transfer was to meet on the 10th September.

8 153-18 REQUEST FOR REDUCTION IN SPEED LIMIT WITHIN THE TOWN CENTRE

Noting that in the past attempts at introducing a 20mph speed limit in town had not been successful, it was agreed to reconsider this as attitudes to this subject have changed in recent years. A reduction in speed limit could improve safety of pedestrians and other road users, encourage walking and cycling and reduce noise and air pollution. It was agreed to ascertain public interest in this through a piece in Kington Chronicle and possibly as a subject for the next Annual Town Meeting.

In the meantime it was agreed to set up a task and finish group to consider the steps necessary to request a reduction in speed limits through the town centre and to invite the Herefordshire Council cabinet member with responsibility for roads to a future meeting to discuss this further.

9 154-18 UPDATE FROM HEALTH COMMISSION

Cllr Fitton reported that following further meetings, the discussions were moving on although there had been little further development. Councillors were encouraged to attend the public Healthwatch meeting being arranged for September 12th.

10 155-18 CHRISTMAS LIGHTS

Cllr Fitton has been in discussions with the Chair of the Chamber of Trade and will be attending their next meeting to explain that although steps had been taken to try to identify a new contractor to supply and install Christmas lights this year, these had not proved successful. This means that this year there will be a need to reuse existing lights but with the aim of renewing and/or replacing the lights next year. A further report will be made to the next meeting.

11 156-18 KINGTON REMEMBERS

a Update on proposals for remaining grant funding

Cllr Widdowson confirmed that an extension has been granted to the time period when the grant must be spent to allow projects relating to the 100 year anniversary of the end of WW1. A number of projects are proposed, details of which were explained and after a brief discussion it was agreed that the projects as identified be approved.

b To agree bank transfer of funds for invoices incorrectly charged to Kington Remembers

The Clerk explained that upon reconciling the items charged to the grant funding for Kington Remembers she has identified some errors made which would now need to be corrected to accurately reflect agreed expenditure against the Kington Remembers budget. It was agreed that account signatories be authorised to agree any final transfer of funds between accounts to bring actual expenditure in line with that shown on the account. The resultant transfer, which will be between bank accounts in the name of the town council, will be confirmed at the next meeting.

12 157-18 PLANNING MATTERS

Ref: 182953

Site: Co-op Store, Marwick Close, Kington

Dev: Work to trees in car park

Members discussed this application and agreed that there appears to be no evidence to support the application statement that these trees present a safety hazard. Accordingly it was resolved to object to this application on the grounds that this Council wishes to encourage trees in public spaces.

13 158-18 KINGTON CHRONICLE

Members noted a report on the development of Kington Chronicle and the proposal that responsibility for this be transferred to a volunteer/voluntary group. After some discussion it was agreed to defer a decision on this agenda item pending

further consideration by a task and finish group consisting of Councillors Widdowson, Hawkins and R. Banks.

- 14 159-18 AUTUMN AWAYDAY/TRAINING SESSION**
The following items were agreed for the awayday/training session for Councillors to be held on Saturday 20th October:
- Roles and Responsibilities for Councillors and Staff
 - How we make responses to Planning applications
 - 2019 and beyond – planning for the future
- 15 160-18 REPORTS FROM COUNCILLORS ON MEETINGS ATTENDED**
There were no reports
- 16 161-18 REPORTS FROM COMMITTEES**
- a **Finance & General Purposes Committee**
Members attention was drawn to the draft Minutes of the most recent Finance and General Purposes Committee. The timetable for preparation of the budget for 2019-20 was also noted with the aim of finalising the budget and precept request by January 2019.
- b **Planning Committee**
Members attention was drawn to the draft Minutes of the most recent Planning Committee meeting.
- c **Services Committee**
Cllr Widdowson provided a verbal report on the most recent meeting of the Services Committee, noting in particular that concern has been expressed at the contractual changes within Herefordshire Council's management of the public toilets. The Committee has requested further information from Property Services. There has also been discussion on the community asset transfer of buildings.
- 17 162-18 STAFF TRAINING**
Members noted and agreed that the Clerk be authorised to attend two training sessions which were felt to be beneficial to the Council:
- Contracts and Tendering: a series of three webinars at a cost of £90.00 and
 - Community Assets: a one day course in Ross on Wye in December, at a cost of £95.00.
- 18 163-18 TO CONSIDER QUOTE TO FELL BIRCH TREE IN CHURCHYARD**
Members considered quotations from tree surgeons to fell a birch tree in the Churchyard which has died. After due consideration, it was agreed to award the contract to contractor A which was identified as Acer Tree Services.

19 164-18 ITEMS FOR THE NEXT AGENDA

In addition to items identified earlier in the meeting, it was agreed that the following be considered at the next meeting:

- Proposed visit by the new High Sheriff

20 165-18 DATE AND TIME OF NEXT MEETING

The next meeting will take place on Monday 1ST October 2018 at the Old Police Station, Market Hall Street, Kington, commencing at 7.00 pm

There being no further business, the meeting was declared closed at 20.35.

Chairman
01.10.2018

KINGTON TOWN COUNCIL

Meeting held on 3rd September 2018

Agenda item 4/Minute reference 150-18 - 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

1. Code of Conduct

A reminder that all Councillors are required to complete a new Declaration of Financial Interests form following adoption at the last meeting of a revised Code of Conduct. Any changes in Financial Interests should be notified to the Monitoring Officer within 28 days of the Member becoming aware of any change.

2. Clock Tower Lights

This has been reported to Balfour Beatty and is expected to be completed before the date of the meeting.

3. 33 High Street

This has been reported to Balfour Beatty with a request that the guttering be removed under emergency powers and the cost billed to the owner of the premises.

4. Street Lighting in Mill Furlong Lane and Bridge Street

Herefordshire Council through their agents Balfour Beatty has confirmed that there is no funding to add additional lighting to either of these locations. Should the Town Council wish to proceed with this request, it will be at the Town Council's expense. The Clerk has asked for a quotation for the required feasibility study for consideration at a later meeting.

5. Possible Unauthorised Development in Bridge Street

As requested at the last meeting the Clerk has approached Herefordshire Council's Planning Enforcement Team with regard to an alleged unauthorised development in Bridge Street. The Enforcement Officer has reported that informal discussions have taken place with the property occupiers who are replacing broken windows and this does not require planning consent. They are, however, monitoring the situation.

6. **Tenancy at Old Police Station**

As reported at the last meeting, the Clerk is attempting to regularise the tenancy of the Old Police Station with Herefordshire Council and in particular has been pressing for a Tenancy at Will to be created by Herefordshire Council as envisaged when the Town Council office moved to the building some years ago. Since the last meeting business rates demands have been received and the Clerk has requested that Herefordshire Council resolve this tenancy issue urgently. A review of the occupancy of various spaces within the building is suggested once details of the tenancy at will are available

7. **Information Commissioners Office**

The annual data protection registration has now been completed. The charge has increased from £35.00 pa to £40.00. Members are reminded that personal data should not be held by any councillor in connection with his or her role as councillor without registration under the General Data Protection Regulations/Data Protection Act. Any project or activity which may involve the holding of personal data must include a data audit within the planning stages and the documented audit/assessment must be provided to the Town Clerk for safekeeping.

8. **Office Equipment**

Last month the main printer in the Council office failed. As the quotes for repair started at £125.00 plus parts, a replacement printer was purchased by the Clerk under delegated powers for £150.00.

Appendix 2
Payment Schedule