



Members of the Council you are
hereby summoned to attend a meeting of

Kington Town Council

to be held on **Monday 4th September 2023 at 7.00pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP
for the purpose of transacting the following business.

Agenda

1. To receive apologies for absence, declarations of interest and requests for dispensation
2. To confirm the [minutes of the meeting held on 3rd July 2023](#)
3. Public participation:
 - a) Police report
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To note payments made in August under delegated powers
 - b) To authorise payments now due
 - c) Christmas Lights budget: To consider the recommendation of the Finance & General Purposes Committee that the budget for Christmas Lights for 2023/4 be increased by £1,000 to £13,000 to include funding for the switch on event
 - d) To consider request from Kington Recreation Ground Trust for payments from the grant award for the current year
 - e) Cash Management:
 - i. To consider opening of an account with the [CCLA Public Sector Deposit Fund](#) ("PSDF") with an initial deposit of up to £100,000
 - ii. To set the nominated account for transfers to and from the PSDF account as the main Town Council account with Unity Trust Bank
 - iii. That the signatories for the new account be the same signatories as for other Town Council accounts, i.e. two named councillors to authorise all transactions
 - iv. To authorise the Finance and General Purposes Committee to manage the PSDF account including agreeing transfers to and from the account to the nominated, with all transfers being reported to the next meeting of the Town Council.
7. Town Council vacancies
To note authority to co-opt to fill one vacancy
8. Market Town Maintenance Fund
 - a) To confirm membership of working party authorised to progress this project
 - b) Update on recent works

9. To consider proposal to review the Town Council committee structure
10. Planning Matters
 - a) To consider planning application now due for comment:
 - Ref: [232549](#)
Site: Tumbledown, Headbrook, Kington
Dev: Works to trees in conservation area
 - Ref: [232479](#)
Site: 2 Castle Hill, Kington
Dev: Tree work in conservation area
 - Ref: [232163](#)
Site: 43 Hergest Road, Kington
Dev: Proposed replacement windows, porch, repair works and external boiler housing
 - b) Update on application ref. [181949](#) – Land adjacent to Spring Cottage Headbrook and note terms of the s106 agreement
 - c) Herefordshire Local Heritage List – to consider assets to be added to the list
11. To consider support for Post Office petition regarding withdrawal of DVLA work from post offices
12. Update on request for play area on open space at Garden Close
13. To consider request for signage on Bradnor View Close
14. To note proposal for Mortimer Trail sign in the Place de Marines and consider whether to apply for a planning Certificate of Lawfulness
15. To consider request from St. Marys PCC for further work on trees within the Churchyard
16. Electric Vehicle Charging Points
 - a) To note update on proposal by Herefordshire Council regarding electric vehicle charging points
 - b) To consider alternative locations for electric vehicle charging points
17. Training: To consider requests for councillor training
18. To note reports from Committees:
 - a) Scrutiny Committee meeting held on [10th July](#)
 - b) Planning Committee meetings held [17th July](#) and [21st August](#)
 - c) Services committee meeting held on [17th July](#)
 - d) Finance and General Purposes Meeting held on [17th July](#)
 - e) Environment committee scheduled for 21st August did not take place
19. Information only item: Reports from councillors
20. Items for the next agenda and date and time of next meeting
21. Exclusion of press and 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)
22. Use of the Market Hall
 - a) Update on discussions on licence to occupy
 - b) Community use of the market hall and other Herefordshire Council buildings

Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.

In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend this meeting if you are unwell whether or not you have tested positive for covid.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 4th September 2023

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. Code of Conduct Statement of Financial Interests

Members are reminded that any change in matters reported in the Statement of Financial Interests must be notified to the Monitoring Officer within 28 days of the change. Failure to do so could, in some circumstances, incur criminal penalties. If you are unsure whether you need to include something on the form, please check with the Monitoring Officer or ask the Clerk. Copies of your existing form/declaration may be available from the Clerk.

2. Market Towns Investment Plan

Members may recall that a meeting was proposed by Herefordshire Council to review the Market Town Investment Plan for Kington. To date there has been no progress on this item.

3. Market Towns Clerk's meeting

The Clerk's meeting Herefordshire Council on 6th July with the other market town clerks where the relationship between town and parish councils and Herefordshire Council through the Parish Charter was to be discussed, did not take place. Future meetings have also been cancelled by Herefordshire Council.

4. Telephone and Broadband Service

In preparation for the withdrawal of analogue telephone lines, the town council main telephone line has been switched to a digital service, retaining the former landline number but upgrading the broadband service to a faster speed. The mobile phone has also been changed to EE which will provide a slightly cheaper service in future. Again, the number has been retained so there is no disruption to the public's ability to call the Town Council staff.

Kington Town Council

Schedule of payments due August 2023

[illegible]

Kington Town Council

[illegible]

KINGTON TOWN COUNCIL
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Agenda item 9: Town Council Committees

Background

Kington Town Council currently has six committees, excluding Kington Recreation Ground Trust and the Management Group of Kington Recreation Ground Trust. Committees were formed to provide a facility for proposals for full council to be discussed and finalised before putting to full council but in recent months attendance has been sporadic resulting in delays to some activities when meetings are inquorate.

Committees are treated in law as formal meetings requiring a notice/agenda plus supporting papers to be published no later than three clear days before the meeting. Members of the public have the right to attend those meetings.

At the meeting held on 3rd July, it was agreed that the Scrutiny Committee would consider the current committee structure with a view to recommending changes to improve the effectiveness and efficiency of the committee system.

Current committee structure:

Planning	Meets monthly. Delegated authority to respond to planning applications on behalf of the Town Council
Environment	Meets every other month, usually after the planning committee
Services	Meets every other month, usually after the planning committee
Finance & General	
Purposes	Meets at least quarterly or when required
Scrutiny	Meets when required
Personnel	Meets when required

With the exception of the Planning Committee, Town Council committees have no delegated powers unless specifically delegated authority to make a decision on a subject by full council.

Proposal

The Scrutiny Committee met on 10th July and after due consideration now wishes to propose the following structure:

Planning

To remain as currently held with monthly meetings to be held on the third Monday of each month (as currently scheduled). Terms of reference to remain as currently agreed.

Scrutiny

To remain as currently held with at least one meeting per year to be held as required and with terms of reference to remain as currently agreed.

Finance, Personnel and General Purposes

To incorporate the current Finance Committee, Services Committee, Environment Committee and Personnel Committee into one committee with terms of reference to be agreed. This committee would meet every other month, after the planning committee, with additional meetings as required.

If agreed, membership of each of the committees would need to be reviewed and possibly restricted in order to ensure appropriate procedures can be put in place for matters such as personnel related procedures.

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Agenda item 10(c)
Characterisation and Local List

As part of the work on the Local Plan, Herefordshire Council and their consultants ran an in-person consultation event for local history groups and others to which a representative of the Town Council was invited and the session was attended by Cllr. Martin Fitton. The event was to contribute to the preparation of a heritage evidence base for the emerging Local Plan which includes characterisation statements for the market towns to help determine how new development should be managed in and around the market towns to be sympathetic to and enhance their unique sense of place. The event also started the process of gathering a list of possible heritage assets which are currently not designated but may go on to form part of a local list in the future.

Attached is information on the heritage asset list being prepared and members are invited to identify assets for this list.

Herefordshire Local Heritage List – Criteria (June 2023)

- 1.1.1 Locally listed heritage assets are non-designated heritage assets that hold value to the community and contribute to the sense of place and historic character of an area. Local heritage assets can include buildings, monuments, structures, sites, places, archaeological remains, areas or landscapes. Creation of local lists are a way for local authorities, in partnership with communities, to identify and protect assets with heritage significance where they are unlikely to meet the higher threshold of national designation (i.e. world heritage sites, listed buildings, registered parks and gardens, scheduled monuments, conservation areas, registered battlefields and protected wreck sites).
- 1.1.2 Selection criteria for locally listed heritage assets is essential in enabling assets to be selected and forming a robust list where all assets have a degree of heritage significance which can be articulated and understood. The selection criteria helps the public to become involved in nominating heritage assets and to understand the significance of assets on the Local List. Assets placed on the Local List enjoy some level of consideration in planning decisions.
- 1.1.3 It is important to note that assets considered for Local List inclusion must not already be designated under an existing statute (i.e. world heritage sites, listed buildings, registered parks and gardens, scheduled monuments, conservation areas, registered battlefields and protected wreck sites).
- 1.1.4 In line with Historic England's Local Heritage Listing guidance¹, the criteria for Herefordshire's Local List requires each asset to have one or a combination of heritage significances as set out below (see next page):

¹ <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

Archaeological interest – providing evidence of past human activity in Herefordshire, in the form of buried remains or revealed in structures or designed landscapes. This can be a particular focus on local events or associations and activity, or be remains / evidence of more general significance that is worthy of potential expert investigation but does not reach the threshold for national designation. For example, any remains of past activity within the Hereford AAI or outside would be considered to have archaeological interest.

Architectural / Artistic / aesthetic interest – the design, artistic or aesthetic value of an asset which can include style, materials, construction, artistic or craft techniques or other distinctive characteristics. This can have a particular focus on local techniques, persons, characteristics or be of more general interest within Herefordshire, but does not achieve the threshold for national designation. Age and rarity may also be taken into account. For example, the core of Hereford contains many medieval buildings of architectural / artistic / aesthetic interest.

Historic interest – values of an asset with historic association of note (nationally or locally) or social, cultural or communal value. A value that provides a material record of a nation's history and / or its interest for Herefordshire's communities and collective experience of the place or culture. This value is often combined with archaeological or architectural / artistic / aesthetic value. For example, the agricultural traditions of Herefordshire and their embodiment in local vernacular architecture can be an aspect of historic interest.

Contribution to townscape, local landmarks or wider group value - distinctive individual assets or assets that form part of a group which make a positive contribution to a streetscape or townscape. These assets are likely to have additional significance in the form of architectural, aesthetic or historic interest. For example, the non-designated historic built fabric, open spaces or public realm of Hereford's market towns could fall into this category.

- 1.1.5 Reference to Neighbourhood Plans, Local Plan Policies, and Settlement Characterisations can help to identify the local distinctive characteristics, styles, materials, architectural features, areas of notable positive townscape or streetscape and craft techniques. The Herefordshire Historic Environment Record may assist in the identification of heritage assets which hold sufficient significance to be added to the Local List.

- 1.1.6 Designated heritage assets which meet the higher threshold of national designation and are already statutorily identified and protected, can be found through Historic England's National Heritage List for England².

² <https://historicengland.org.uk/listing/the-list/>



Explore The Mortimer Trail

30 miles exploring the beauty and history of the finest borderland countryside.

Escape into a bucolic idyll of woods, hill-forts, castles, rivers, views, flora & fauna, farmsteads, geology, villages, country inns & much more...

The Mortimer Trail connects Kingston and Offa's Dyke on the Welsh border with Shropshire's historic Norman castle town of Ludlow. The Trail can be walked in either direction. It is way-marked throughout and there is a guidebook.

Trail website:
visitherfordshire.co.uk/mortimer-trail
 Follow on Facebook and leave feedback:
[facebook.com/groups/38426535190852](https://www.facebook.com/groups/38426535190852)



Look out for the waymarks



A Collaborative Effort

Conceived in the 1990s by local walking and history enthusiasts, the Trail is now maintained by Herefordshire Ramblers and a team of volunteer Mortimer Trailblazers. This Trail is made possible thanks to the support of Herefordshire Council, South Shropshire & Mortimer Ramblers Association groups. Walkers are welcome. Mortimer History Society, Forestry England, National Trust, Ludlow Town Guides, Visit Herefordshire, Kingston Walks, Ramblers Holidays Charitable Trust and others.



A Dramatic History

For over 400 years from the Norman Conquest to the Tudor dynasty this land was dominated by the Mortimer family.

With castles at Wigmore, Ludlow and elsewhere, the Mortimers were major players in British history: battling the Welsh, conquests in Ireland - kingmaking and breaking, leading Yorkists in the Wars of the Roses.

The Mortimer History Society organises research, conferences, talks, trips and publications about this fascinating history. mortimerhistorysociety.org.uk





ST MARY'S CHURCH, KINGTON

Registered charity number 1185453

Church Road
Kington
HR5 3AG

15/6/2023

Ms Liz Kelso
Kington Town Council
2 Market Hall St,
Kington
HR5 3DP

Dear Ms Kelso,

St Mary's PCC have asked me to write to you to draw your attention to the state of the trees in St Mary's Churchyard which is maintained by Kington Town Council.

There was previously a view down towards the town from the churchyard but the trees have grown so much that the view has disappeared. They have also put on a lot of low growth which is impeding efforts by the mower to keep the grass mown.

The PCC would like to formally request that the low growth is removed as soon as possible, and that consideration is given to lopping some of the trees in order to restore the view from the churchyard.

Please can you let me know the result of the discussion of this issue?

Yours Sincerely

Christine Robinson

Secretary to St Mary's PCC

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Training requests

A reminder that in accordance with financial regulations and the staff and councillor training strategy, training for councillors and staff should, as far as possible, be approved in advance of the training date.

The following training requests have been made:

Councillor	Event	Cost
Cllr. J. Gardner	Finance for Councillors (Mulberry & Co.) Date to be confirmed	£45.00 (+ VAT)
Cllr. R. Warne	Engagement with Local Communities Through Digital Engagement (NALC) 27 th September 2023 (12.00 – 13.15)	£65.00 (+ VAT)