



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

Kington Town Council

to be held on **Monday 15th January 2024 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 [6th November 2024](#)
3. Public participation:
 - a) Police report
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
4. To consider the [co-option](#) of additional Town Councillors to fill current two vacancies
5. Mayor's Report
6. Clerk's Report
7. Financial Matters
 - a) To agree payments made in December under delegated powers
 - b) To authorise payments now due
 - c) To note amounts received since the last meeting
 - d) To consider request from Kington Recreation Ground Trust for payments from the grant awarded for the current financial year
 - e) To consider grant request from Kington Recreation Ground Trust for financial year 2024-5
 - f) To consider 2024/5 budget
 - g) To agree precept request to Herefordshire Council for 2024-5
 - h) To consider quotation for the renewal of town council insurance policies for the forthcoming year
8. To agree appointment of Tree Warden
9. To consider proposal to support and fund a Festivals Brochure for the Town for 2024 at a budget cost of £3,500
10. To agree proposal to appoint a working party to discuss and negotiate the supply and installation of Christmas Lights for 2024
11. Planning Matters
 - a) To consider response to planning applications:
 - Ref: [233561](#)
Site: Oxford Arms, Duke Street, Kington
Dev: Proposed installation of accessible WC and unisex WC facility at ground floor. Fire upgrades to existing doors, walls and ceiling. Mechanical and electrical upgrades. Formation of new escape corridor. Removal of faux timber framing to restaurant area

- b) To note recommendation of Planning committee regarding perceived process issues arising from recent Herefordshire Council licencing committee meeting and agree any further action
- 12 Training: To consider requests for councillor training, if any
- 13. Future Committee meetings
To agree updated committee meeting schedule for the remainder of 2023/4
- 14. To note reports from Committees:
 - a) Planning Committee held on 18th December 2023
 - b) Services Committee held on 18th December 2023 was inquorate.
- 15. Information only item: Reports from councillors
- 16. Items for the next agenda and date and time of next meeting

Issued by:
Liz Kelso, Clerk, Kington Town Council
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
10.1.2024

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 or a member of your immediate household are unwell, whether or not you have tested positive for covid.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 15th January 2024

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. s106 funded zebra crossing

Since the last meeting it has been suggested that future s106 funding might be used to meet the shortfall in funding for this zebra crossing although this might be some time before it is available. Herefordshire Council/Balfour Beatty are still suggesting that the Town Council might wish to consider part funding this zebra crossing, and provision within the budget for 2024-5 might have been an option but despite several requests, there has been no confirmation of the actual amount of the budget shortfall.

2. Kington Transport Study

It is now 8 months since the Town Council submitted comments and observations for the Kington Transport Study, yet despite promises that we would receive a copy of the final draft report for review, no copy has been forthcoming. Herefordshire Council officers have referred to the report in discussions at various outside meetings. The Clerk is currently attempting to identify the current status of this Study/Report.

3. Market Hall building

There has been no progress on the proposal for the Town Council to enter into a licence to occupy the building which would incorporate authority to manage lettings of the space.

In the meantime, a request was made for the glass roof of the Place de Marines to be cleaned. This has been passed on to Herefordshire Council.

4. Public Space Protection Orders

The existing Public Space Protection Order for dog control (which for Kington includes the children's play area in the Recreation Ground) expires on 26th March 2024. Herefordshire Council emailed on 17th November, via Talk Community, requesting a formal decision of the Town Council no later than 13th December regarding the renewal. There was no response to a request for an extension of time for this, given that the Town Council had resolved not to meet in December. The lack of response and shortness of time for a formal decision has been raised, yet again, with Herefordshire Council particularly as many town and parish councils do not meeting in December and in this instances, Council Officers at Herefordshire Council had four years to plan for this renewal. Again, no response to the issues raised has been received.

5. Neighbourhood Planning/Local Plan

Members may recall that Herefordshire Council has been working on a revision of the Local Plan. A draft Local Plan consultation is now planned for March/April this year with the proposal that the new Local Plan will be adopted before June 2026. There are proposed

changes to the Rural Settlement Hierarchy and meetings will be held with parishes from March this year to explain the proposed changes and how these might affect existing and proposed neighbourhood plans and will provide an opportunity to raise questions on a parish specific basis about the changes. Current advice from Herefordshire Council is that any proposal to start or review an existing plan should be held until after the briefings later in the spring.

Schedule of payments made under delegated powers for December 2023

FOR INFORMATION
Payments made as a grant:

Kington Town Council

[illegible]

KINGTON TOWN COUNCIL
Budget 2024-25 - draft

	Actual Year ended 31.3.2023	Total agreed Budget 2023-4	Forecast at 31.3.2024	Proposed expenditure from Precept	Proposed expenditure from Reserves	Proposed total budget 2024-5
RECEIPTS						
Precept	£ 117,500	£ 117,500	£ 117,500			£ 125,000.00
Interest	£ 659	£ -	£ 1,500			£ 3,000.00
Grants & Donations (see note 3)	£ 18,956	£ -	£ -			
Other (see note 3)	£ 30	£ -				
Income from markets	£ 1,890	£ 1,000	£ 1,200			£ 1,000.00
VAT refund	£ 6,977		£ 8,270			
	£ 146,012	£ 118,500	£ -	£ 128,470	£ -	£ 129,000.00
Less: ADMIN EXPENSES (Note 1)	£ 100,133		£ 112,663	£ 104,600.00	£ 83,500.00	£ 187,050.00
Less: PROJECT EXPENSES (Note 2)	£ 113,962		£ 20,244	£ 23,500.00		£ 23,500.00
NET REVENUE	-£ 68,083		-£ 4,437	-£ 128,100.00		-£ 81,550.00
General Fund B/F	£ 251,206		£ 183,123	£ 178,686.00		£ 178,686.00
GENERAL FUND BALANCE C/F	£ 183,123		£ 178,686	£ 50,586.00	£ -	£ 97,136.00

1. ADMINISTRATIVE EXPENSES

	Year ended 31.3.2023	Agreed Budget 2023-4	Forecast to 31.3.2023	Proposed Expenditure from Precept	Proposed expenditure from reserves	Indicative budget 2023-24
£	32,042	£ 33,000	£	£ 42,000	£ 45,000.00	£ 45,000.00
Staff Salaries	12,222	£ 15,000	£	£ 12,500	£ 10,000.00	£ 10,000.00
PAYE & NI	-	700				-
Pension	890	1,200	£	£ 880	£ 950.00	£ 950.00
Audit fees	-	2,000	£	£ 6,000	£ 5,000.00	£ 5,000.00
Churchyard Maintenance	1,500	2,500	£	£ 2,500	£ 3,000.00	£ 3,000.00
Churchyard grass cutting	-	4,400	£	£ 223	£ 1,000.00	-
Election Costs	38	500	£	£ 200	£ 500.00	£ 500.00
Equipment purchases	4,048	5,000	£	£ 5,000	£ 5,000.00	£ 5,000.00
Grants - Community Grants	4,395	5,500	£	£ 5,000	£ 6,000.00	£ 6,000.00
Insurance	-	1,000	£	£ 500	£ 500.00	£ 500.00
Maintenance	-	1,000	£	£ 1,000	£ 1,000.00	£ 1,000.00
Mayors Allowance	-	500	£	£ 500	£ 500.00	£ 500.00
Markets running costs	2,280	3,000	£	£ 2,280	£ 3,000.00	£ 3,000.00
Office Rental	3,412	4,750	£	£ 1,000	£ 1,000.00	£ 1,000.00
Office Costs	334	600	£	£ 500	£ 500.00	£ 500.00
Stationery	216	200	£	£ 250	£ 250.00	£ 250.00
Bank Charges	1,508	1,200	£	£ 1,500	£ 1,200.00	£ 1,200.00
Printing & Copying	128	150	£	£ 100	£ 150.00	£ 150.00
Postage	226	-	£	£ 400	£ 400.00	£ 400.00
Subscriptions	1,365	1,500	£	£ 1,200	£ 1,200.00	£ 1,200.00
Telephone/broadband	2,500	2,500	£	£ 2,500	£ 2,500.00	£ 2,500.00
Tourist Information Centre	-	450	£	£ 800	£ 300.00	£ 300.00
Training	32	50	£	£ 50	£ 50.00	£ 50.00
Travel	-	400	£	£ 200	£ 200.00	£ 200.00
Website	1,249	750	£	£ 850	£ 800.00	£ 800.00
IT	-	5,000	£	£ 2,795	£ 1,000.00	£ 1,000.00
War Memorial	2,425	-	£	-	-	-
Covid Response	-	-	£	-	-	-

	£	-	£	50	£	435	£	100.00	£	50.00
Sundries	£		£	67,000	£	15,500	£	16,000.00	£	81,000.00
Kington Recreation Ground Grant	£	21,053	£		£	6,000				97,000.00
VAT on purchases	£	8,270								
TOTAL ADMINISTRATIVE EXPENSES	£	100,133	£	159,900	£	112,663	£	104,600.00	£	83,500.00
										187,050.00

	Year ended 31.3.2023	Total agreed budget 2023-4	Forecast to 31.3.2024	Proposed 2024-5	Proposed EMR/Reserves	Agreed total budget 2023-4
2. PROJECT EXPENSES						
Projects - Armed Forces Day	£	-	£	1,500	£	15,000.00
Projects - Christmas Decorations	£	6,368	£	13,000	£	15,000.00
Projects - Shop Front Grants	£	89,338	£	-	£	-
Projects - Festivals Marketing	£	2,493	£	1,744	£	2,500.00
Projects - Map	£	2,998	£	-	£	-
Projects - Kingston in Bloom	£	12,265	£	5,500	£	6,000.00
Projects - Coronation	£	500	£		£	
TOTAL PROJECT EXPENSES	£	113,962.00	£	20,244	£	23,500.00

3 RECREATION GROUND TRUST GRANT										
Running Costs	£	1,692	£	2,000	£	2,000	£	4,000.00	£	4,000.00
Maintenance	£	1,992	£	2,500	£	7,000	£	30,000.00	£	30,000.00
Salary support	£	4,000	£	4,000	£	4,000	£	7,000.00	£	7,000.00
Grass cutting	£	2,042	£	2,000	£	2,000	£	5,000.00	£	5,000.00
Cottage maintenance	£	1,615	£	40,000	£	500	£	48,000.00	£	48,000.00
Purchases	£	9,712	£	-	£	-	£	3,000.00	£	-
Asset transfer/legal fees	£	-	£	-	£	-	£	-	£	-
Misc	£	21,053	£	50,500	£	15,500	£	16,000.00	£	81,000.00
Total	£		£		£		£		£	97,000.00
Tax base			£	897						906.32
Council tax equivalent per band D property			£	131					£	137.92

From: Licensing
Sent: 29 November 2023 16:13
To: Ruth Robinson
Subject: RE: Complaint

Hi Ruth
I refer to your attach email.

At this moment in time, we are unable to accept this as a formal complaint.

Your re-dress at the moment lies with the Court and if aggrieved by the decision of the Council, you have a right of appeal to the Magistrates Court, which must be lodged with 21 days from the date you received the decision.

However, if after the 21 days if you have made no appeal, we could then look at it as a complaint against the council, but would require confirmation that you had not appealed the decision to the Magistrates Court. If you decide to take this course of action you should follow the attached link which will allow you to do this. [Get involved – Herefordshire Council](#)

Best wishes
Fred Spriggs
Principal Licensing Officer

From: Ruth Robinson <admin@kingtontowncouncil.gov.uk>
Sent: 27 November 2023 12:50
To: Licensing <licensing@herefordshire.gov.uk>
Subject: Complaint

You don't often get email from admin@kingtontowncouncil.gov.uk. [Learn why this is important](#)
open attachments unless you recognise the sender and know the content is safe.

Good morning,
I am emailing on behalf of the Kington Town Council Planning Committee to forward this email of complaint.
Please could you ensure that it is forwarded to the appropriate person/department, and please acknowledge receipt of the letter.

I thank you in anticipation,

Ruth Robinson
Assistant Clerk
Kington Town Council

To Hereford Council,

The Licensing Section,
8 Owen Street,
HR1 2PJ

Dear Sir,
Re Premises Licence application, Nisa, High St, Kington.
Hearing Monday 13th November 2023.

We write to outline our concerns at the manner in which the above hearing was conducted and feel that the meeting was not held in accordance with the procedural papers you issued prior to our representative attending the hearing.
Our concerns are as follows:

1. Your procedure indicates that representations should be made within a 10 minute slot, unless a specific request was made for more time. Why then did the representative for the applicant speak for more than double that time? If he had requested longer should others not have been notified?
2. Your procedure indicates that representatives can question others after seeking permission to do so. Why were we not given this option?
3. Your Chair interrupted our representative's objection stating that traffic issues were not a matter that could be considered as it was a Highways issue, however we were endeavouring to make the point in relation to public safety and public nuisance and this point was therefore lost.
4. In relation to the petition we are concerned that the views of the residents were disregarded. You firstly allowed the submission and then were talked into disregarding it by the representative of the applicant. Whilst we are all aware of the Data Protection Act requirements, to suddenly remove this from the hearing seems to under mine the democratic process. The use of a Petition is a democratic right and often the only way members of the public can make their views felt. Surely it would have been possible to redact the names and forward the gist of the petition to the applicant. This was further exasperated when Ms Ali Allen, the person who instigated the petition was not allowed to comment being told 'you have already had your say'.

Whilst the decision is a matter for the committee our concerns are that the hearing was not held in accordance with your own detailed procedure and we feel that this should be raised in order that similar situations are dealt with in a more equal and fair manner.

Yours sincerely,
Martin Woolford,
Chair Planning Committee, Kington Town Council

Sent from [Mail](#) for Windows

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Kington Town Council Meeting Schedule - Revised January 2024

MONDAYS

	Full Council	Finance, Personnel & GP	Planning & Environment	Scrutiny	Recreation Ground Trust	Recreation Ground Mgmt Group
Jan 2024	15				15	
February	5		19			5
March	4 + 25	18	18		4	
April	8		22			22
May	6	20	20			

Additional meetings of committees may be arranged as required
 All meetings to take place at the Old Police Station, unless indicated otherwise
 For details of times of meetings, please check the website: www.kingtontowncouncil.gov.uk
 Version: January 2024