

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

Kington Town Council

to be held on **Monday 5th February 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 15th January 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. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To authorise payments as per the payment schedule
 - b) To consider proposal to enter into a three year agreement for the provision of internal audit services
 - c) To consider grant request from Kington and District Operatic Society
7. To consider using social media for Town Council matters and if agreed to agree working party to consider this further
8. Planning Matters
 - a) To consider response to planning applications:
 - I. Ref: [240044](#)
Site: 32 Duke Street, Kington
Dev: Tree work in conservation area
 - II. Ref: [240058/9](#)
Site: 38-38(a) High Street, Kington
Dev: Proposed installation of automated teller machine with associated signage (to include advertisement consent)
 - b) To consider response to application for premises licence for the Old Picture House, 46 Bridge Street, Kington for films (indoors) and live music Monday to Sunday 10.00 – 23.00
9. [Herefordshire County Plan Consultation](#) – to consider responses to consultation
10. Annual Town Meeting – To agree a date for the Annual Town Meeting
11. To address issues relating to litter and pavement sweeping

- 12 Town and Parish Council Charter
13. Festivals brochure: update on progress
14. Committee membership. To approve amendments to membership of Town Council committees
15. Training: To consider requests for councillor training, if any
16. Information only item: Reports from councillors
- 17 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

31.1.2024

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 or any other infectious condition.



Kington Town Council

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

Telephone 01544 239098 Mobile: 07483 914 485

email: clerk@kingtontowncouncil.gov.uk

Minutes of the Town Council Meeting held on Monday 15th January 2024 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – Chair
Cllr. R. Banks
Cllr. B. Bishop -agenda item 4 onwards
Cllr. A. Dixon
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant clerk

9 members of the public
1 member of the press

Agenda

Item	Minute
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- | | | |
|---|--------|--|
| 1 | 001-24 | To note apologies for absence, declarations of interest and requests for dispensation
Apologies were noted from Cllrs.T. Bounds and N. Cornish. Ward Councillor Terry James also sent his apologies for the meeting. Cllrs. J. Gardner and K. Greig declared an interest in agenda item 11(a), Planning as members of the management committee of the Oxford Arms. There were no requests for dispensation |
| 2 | 002-24 | Minutes of the meeting held on 6th November 2023
The Minutes of the meeting held on 6 th November 2023, having been previously circulated, were approved and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting. |

3 003-24 Public Participation

a) Police Report

There was no representative from West Mercia Police in attendance at the meeting. The Clerk read a brief report indicating that there were no incidents in the period since the last meeting.

b) Ward Councillor Report

There was no report from the Ward Councillor who was not in attendance at the meeting.

c) Matters raised by members of the public in attendance

A member of the public explained the role of the First Responders, the training they receive and the current recruitment drive in Kington. The Council thanked her for her service and for attending the meeting.

4 004-24 Town Council vacancies

One candidate for co-option was present at the meeting and presented a personal statement to members. After due consideration, Cllr. Buzz Bishop was duly co-opted to the Town Council and signed a Declaration of Acceptance of Office before taking her place on the Council. It was noted that there remains one vacancy on the Town Council.

5 005-24 Mayor's Report

Members noted a verbal report from the Mayor highlighting attendance at a Carol Service in Leominster Priory before Christmas.

6 006-24 Clerk's Report

The Clerk's report as attached was noted. In response to a query about the Market Hall Building, the Clerk will enquire when the shuttering will be removed and when repairs to the Market Hall, damaged prior to Christmas, will take place.

7 007-24 Financial Matters

a) Payments made in December under delegated powers

Payments totalling £5,021.33 (inclusive of VAT where applicable) paid under delegated powers in accordance with Standing Orders as attached to these Minutes, were approved.

b) Payments due January 2024

Payments totalling £6,307.12 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

c) Receipts

Members noted interest payments received since the last meeting.

d) Grant payment request from Kington Recreation Ground Trust

It was agreed that a previously agreed grant awarded to Kington Recreation Ground Trust of £4,000 to support salary payments be now paid.

e) Grant request from Kington Recreation Ground Trust for financial year 2024/5

Members noted and agreed a request from Kington Recreation Ground Trust for the sum of £97,000 for financial year 2024-5 to be held by the Town Council and used for goods and services for on behalf of the Trust.

f) 2024/5 Budget

Cllr. R. Banks presented the draft budget for 2024-5. After due consideration, the draft budget as attached to these Minutes was agreed. Members noted that the proposed increase in precept to £125,000 for the year represented an increase of just under £7 per year for a band d equivalent property in Kington, bringing the total parish element of total council tax for band d equivalent properties to £137.92 for 2024/5 (£131 for 2023/4).

g) 2024-2025 Precept

It was agreed that the precept for 2024-5 of £125,000 be requested from Herefordshire Council.

h) Insurance

Members noted and agreed renewal of the Town Council insurance policies for 2024/5.

8 008-24 Tree Warden appointment

Richie Cotterell, as retiring Tree Warden, introduced Andrew and Sarah Rickett as candidates for joint Tree Warden for the Town. After due consideration, it was agreed that Andrew and Sarah Rickett be appointed joint Tree Warden. Members thanked Mr. Cotterell for his service as Tree Warden for many years.

9 009-24 Festivals Brochure

After a brief discussion, it was agreed to prepare a Festivals brochure for 2024 as in previous years at a budget cost of £3,500.00. It was agreed that a working party consisting of Cllrs. R. Banks, B. Bishop, A. Dixon and R. Widdowson would work with the Chamber of Trade and representatives from the various festivals and groups in Kington to produce the brochure. The first meeting of the group would provisionally take place on Monday 29th January.

10 010-24 Christmas Lights

Members noted the successful Christmas Lights switch on in December and thanked members of the working party but in particular the Chamber of Trade for bringing together the event. Lights in Kington were voted the second favourite in the County in the Hereford Times for 2023.

The contract with Lite Ltd. for the supply and installation of Christmas Lights which had been for three years has now ended. Members agreed that a working party consisting of Cllrs. R. Banks, A. Dixon, P. Sell and M. Woolford together with representatives from the Chamber of Trade be authorised to enter into negotiations with contractors for the supply and installation of Christmas Lights for the current and future years, with a view to presenting their findings to Council for consideration later in the year.

11 181-23 Planning Matters

a) Applications now due for consideration

The following planning application was considered:

- 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.

Clls. J. Gardner and K. Greig, as representatives of the applicants, presented the proposals and, having declared a declarable interest in the application then left the room. After due consideration, Members resolved to support the application.

Cllrs. Gardner and Greig then returned to the meeting.

b) License Application for former Nisa premises

Cllr. Woolford reported that as Chair of the Planning Committee he had attended a meeting of the Licencing Committee of Herefordshire Council to present the Town Council's observations on the licence application for the former Nisa premises in the High Street, now trading as a Morrisons Local. Cllr. Woolford expressed concerns that the processes followed by Herefordshire Council during the committee hearing did not follow the processes detailed prior to the meeting taking place. The Planning Committee had resolved to raise this with Herefordshire Council, the response to which was noted by Members. Although outside the time allowed for an appeal about the decision of Herefordshire Council on the application, which Members accepted, it was resolved to lodge a formal complaint with Herefordshire Council in accordance with their Complaints Policy, that their procedures had not been followed in this instance.

12 012-24 Training

There were no requests for staff or councillor training to consider.

13 013-24 Future Committee Meetings

A revised schedule for future Town Council committee meetings until the end of the current Council year, as attached to these Minutes, was agreed.

14 014-24 Reports from Committees

The following reports were noted:

- a) Planning Committee held on 18th December
- b) Services Committee held on 18th December was inquorate.

15 015-24 Reports from Councillors

Members noted that Cllrs. E. Banks and P. Sell were arranging a clean up of the Churchyard on 1st February. The Clerk reminded members of the need for a risk assessment for this work.

It was noted that Marches Makers Festival would take place over the 4th, 5th and 6th of May.

16 016-24 Next meeting

The next meeting of the Town Council will take place on Monday 5th February 2024 at 7.00pm in the Old Police Station. The following item was raised for the agenda in addition to those identified earlier in the meeting:

- Social media presence

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

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.

Kington Town Council

FOR INFORMATION
Payments made as a grant:

1000

FOR INFORMATION

KINGSTON TOWN COUNCIL
Budget 2024-25 agreed 15.1.2024

	Actual Year ended 31.3.2023	Total agreed Budget 2023-4	Forecast at 31.3.2024	Expenditure from Precept	Expenditure from Reserves	Agreed 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
 <i>Less: ADMIN EXPENSES (Note 1)</i>	 £ 100,133		£ 112,663	£ 104,600.00	£ 83,500.00	£ 188,100.00
<i>Less: PROJECT EXPENSES (Note 2)</i>	£ 113,962		£ 20,244	£ 23,500.00		£ 23,500.00
 NET REVENUE	 -£ 68,083		-£ 4,437			-£ 82,600.00
 General Fund B/F	 £ 251,206		£ 183,123	£ 178,686.00		£ 178,686.00
 GENERAL FUND BALANCE C/F	 £ 183,123		£ 178,686	£ 178,686.00		£ 96,086.00

	Year ended 31.3.2023	Agreed Budget 2023-4	Forecast to 31.3.2023	Expenditure from Precept	Expenditure from reserves	Total Agreed budget 2024-5
1. ADMINISTRATIVE EXPENSES						
Staff Salaries	£ 32,042	£ 33,000	£ 42,000	£ 45,000.00	£	£ 45,000.00
PAYE & NI	£ 12,222	£ 15,000	£ 12,500	£ 10,000.00	£	£ 10,000.00
Pension	£ -	£ 700			£	-
Audit fees	£ 890	£ 1,200	£ 880	£ 950.00	£	£ 950.00
Churchyard Maintenance	£ -	£ 2,000	£ 6,000	£ 5,000.00	£	£ 5,000.00
Churchyard grass cutting	£ 1,500	£ 2,500	£ 2,500	£ 3,000.00	£	£ 3,000.00
Election Costs	£ -	£ 4,400	£ 223		£ 1,000.00	£ 1,000.00
Equipment purchases	£ 38	£ 500	£ 200	£ -	£ 500.00	£ 500.00
Grants - Community Grants	£ 4,048	£ 5,000	£ 5,000	£ 5,000.00	£	£ 5,000.00
Insurance	£ 4,395	£ 5,500	£ 5,000	£ 6,000.00	£	£ 6,000.00
Maintenance	£ -	£ 1,000	£ 500	£ 500.00	£	£ 500.00
Mayors Allowance	£ -	£ 1,000	£ 1,000	£ 1,000.00	£	£ 1,000.00
Markets running costs	£ -	£ 500	£ 500	£ 500.00	£	£ 500.00
Office Rental	£ 2,280	£ 3,000	£ 2,280	£ 3,000.00	£	£ 3,000.00
Office Costs	£ 3,412	£ 4,750	£ 1,000	£ 1,000.00	£	£ 1,000.00
Stationery	£ 334	£ 600	£ 500	£ 500.00	£	£ 500.00
Bank Charges	£ 216	£ 200	£ 250	£ 250.00	£	£ 250.00
Printing & Copying	£ 1,508	£ 1,200	£ 1,500	£ 1,200.00	£	£ 1,200.00
Postage	£ 128	£ 150	£ 100	£ 150.00	£	£ 150.00
Subscriptions	£ 226	£ -	£ 400	£ 400.00	£	£ 400.00
Telephone/broadband	£ 1,365	£ 1,500	£ 1,200	£ 1,200.00	£	£ 1,200.00
Tourist Information Centre	£ 2,500	£ 2,500	£ 2,500	£ 2,500.00	£	£ 2,500.00
Training	£ -	£ 450	£ 800	£ 300.00	£	£ 300.00
Travel	£ 32	£ 50	£ 50	£ 50.00	£	£ 50.00
Website	£ -	£ 400	£ 200	£ 200.00	£	£ 200.00
IT	£ 1,249	£ 750	£ 850	£ 800.00	£	£ 800.00
War Memorial	£ -	£ 5,000	£ 2,795	£ -	£ 1,000.00	£ 1,000.00
Covid Response	£ 2,425	£ -	£ -		£	-
Sundries	£ -	£ 50	£ 435	£ 100.00	£	£ 100.00

Kington Recreation Ground Grant	£	21,053	£	67,000	£	15,500	£	16,000.00	£	81,000.00	£	97,000.00		
VAT on purchases	£	8,270				£	6,000							
TOTAL ADMINISTRATIVE EXPENSES	£	100,133	£	159,900	£	-	£	112,663	£	104,600.00	£	83,500.00	£	188,100.00

	Year ended 31.3.2023	Total agreed budget 2023-4	Forecast to 31.3.2024	Expenditure from Precept	Expenditure from Reserves	Agreed total budget 2024-5
2. PROJECT EXPENSES						
Projects - Armed Forces Day	£	£	£	£	£	£
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	£	£20,000.00	£0.00	£23,500.00

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

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

KINGTON TOWN COUNCIL

Meeting to be held on Monday 5th February 2024

Agenda item 5

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

There has been no further action or advice received on this project from Herefordshire Council

2. Kington Transport Study

It is now 9 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 advised that the draft document is currently in the hands of consultants who are devising recommendations for submission to Herefordshire Council and have not responded to the suggestion that the Town Council could assist in this process.

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 although the clerk has confirmed that she is willing to act as booking agent for this Herefordshire Council building. Similarly, there is no progress to report on the request for the glass roof of the Place de Marines to be cleaned.

4. Community Grants

The final round of applications for community grants from the Town Council for 2023/4 has now opened and will be considered at the end March meeting. [An application form and terms and conditions](#) can be found on the website. Please pass this on to any community group that might benefit from a community grant.

5. Civic Awards 2024

The Town Council civic awards are an opportunity to honour local heroes in Kington and can be nominated by any resident, including Town Councillors. A copy of the policy and nomination forms for this year can be found on our [website](#). Please encourage members of the public to forward their nominations no later than 31st March. Civic Awards are presented at the Annual Town Meeting.

6. Committee meetings

A reminder that there were committee meetings in January so no reports from committees on the agenda for this meeting.

Kington Town Council

[illegible]

Kington Town Council
Grant Applications 2023-4
Second round – Spring 2024
Schedule of grant Applications

Organisation	Amount requested	Activity to be funded	Recommended Offer	Comments
Kington and District Operatic Society	£500.00	Costume hire		

Total budget available this year:	£5,000.00
Total committed to date:	£ 887.00
Total requested, as at 30.1.2024 above:	£ 500.00
Total for year	£1,387.00
Budget remaining (if awarded)	£3,613.00



Kington Town Council

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

Application for a grant from Kington Town Council

Please fill in all sections as appropriate on behalf of your organisation. Should you wish to expand on an answer, please enclose additional information separately.

We only allow one project per application.

When completed please return this application form by email to: clerk@kingtontowncouncil.gov.uk or by post to The Town Clerk, Kington Town Council, Old Police Station, Market Hall Street, Kington HR5 3DP

Please make sure you sign and date the declaration at the end of this form.

Section one: your organisation

Organisation's name?

Kington and District Operatic Society (KADOS)

Please tell us who your officers are

Chairman, Rodney Bowdler

Secretary, Lynne Owens

Treasurer, Margaret Bowdler

Your main contact

Name David Brian Francis

Position or office held in organization Committee Member

Address Brynolwg, 1 Montfort Fields, Kington, HR53AT

Phone: 01544230405

email williboncat@aol.com

We are moving to BACS payments. Please provide us with details of the account to be credited, should your application be successful. (Write legibly please).

Bank	Account name	Sort code	Account number
To follow			

S

Is your organisation a	Y/N	Charity / Company / VAT number
Registered charity	N	
What is the charity number	N	
Company limited by guarantee	N	
If yes, what is the company number		
Social enterprise	N	
Community group	N	
Other (tell us what)	Y	
Local Operatic Society		
Do you have a VAT number?	N	

Have you had a grant before from Kington Town Council?	Yes
If yes, when?	The last was in 2020
If yes, did you submit an end of year report to comply with the grant conditions?*	It is believed so
*Please provide an end of year report with this application if you have not done so before	

Section two: tell us about the project and what you want the funding for

(Please read the Guidance Notes for help in answering this)

How much are you requesting from Kington Town Council? £500
<p>What will this pay for / how will you use this money?</p> <p>It would be used towards the hire of costumes for our production of the pantomime Jack and the Beanstalk. The hire costs are likely to be in the region of £1000.00.</p>

<p>Have you obtained or applied for funding from other funders for any items?</p> <p>No</p>

<p>How will this project benefit Kington and its residents? Are there any particular groups of residents who will benefit, such as age ranges, abilities, or people in a specific area?</p> <p>The pantomime will provide entertainment for the residents of all ages of Kington and the surrounding district. We have several children and young teenagers in the cast and this introduces them to being part of a society putting on live entertainment.</p>
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<p>When do you plan to start and finish your project?</p>	<p>There are performances on 15th, 16th, and 17th February at 7.30 p.m. with a matinee on the 17th at 2.30 p.m.</p>
<p>When your project has ended, what do you hope to have achieved?</p>	<p>It will have provided entertainment to all who have seen the performances.</p>

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What is the total cost of the project? It is likely to be in the region of £3400.00

What are the itemised costs (for example, equipment, travel, stationary etc)?
Please list here.

The costume hire is likely to be in the region of £1000.00

Section three: Volunteers and 'in kind' support

What is your estimated number of volunteers likely to be involved in the project?
There are 24 in the Cast and about 20 backstage and front of house helpers

If none, why not?

Has anyone offered, or have you sought, any 'in kind' support for your project?
(for example, donations of free space or equipment)

No

Section four: What are the risks to this project?

What happens if you don't get all the money you need for this project?

The performance would go ahead but would be of a much reduced quality.

What will you do if Kington Town Council is unable to offer a grant?

As above.

Can you tell us anything else in support of your application?

The Society has been in existence in Kington for over 50 years.

The Society produces a pantomime each February half term and a Gilbert and Sullivan performance each October half term.

The performances take place at The Performance Hall at the Lady Hawkins' Community Leisure Centre.

Thank you for your application.

Please make sure that you have read the Guidance Notes and that your application complies with the notes. Complete the Grant Checklist, enclose all the information required, and sign the Declaration below.

Declaration

I declare that the information given is correct and I agree to adhere to the conditions laid out in Kington Town Council's Grants Policy.

On behalf of KADOS _____
I accept the conditions in Kington Town Council's Grants Policy

Signed __D.B.Francis_____

Dated_30/1/2024_____

Please note:

Completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Incorrect or incomplete forms will be returned to you for completion: please ask a Councillor or member of staff for help if you are unsure of anything.

Kington Town Council

Meeting to be held 5.2.2024

Agenda item 7: Proposal for using social media

Author: Cllr. A. Dixon

I am writing to formally present the concept of utilizing Facebook as a platform for advertising the services and initiatives of our small town council. Recognizing the increasing influence of social media in community engagement, this proposal outlines the advantages and strategic benefits of incorporating Facebook into our advertising strategy.

Executive Summary: In today's digital landscape, Facebook stands out as a robust and versatile tool for community outreach. This proposal aims to demonstrate how leveraging this platform can enhance our communication efforts, foster civic engagement, and strengthen the bond between the council and the community.

Advantages of Utilizing Facebook:

1. **Wide Audience Reach:** Facebook boasts an extensive user base, offering an unparalleled opportunity to connect with a diverse audience within our community. This will be instrumental in elevating the visibility of our services and initiatives.
2. **Targeted Advertising:** The platform's advanced advertising tools enable us to tailor our messages to specific demographics, ensuring that our communications resonate with the intended audience and maximizing the impact of our campaigns.
3. **Real-time Communication:** Facebook facilitates immediate and direct communication with residents. This feature will enable us to provide real-time updates, address concerns promptly, and maintain transparent communication channels with the community.
4. **Cost-Effective Marketing:** Compared to traditional advertising methods, Facebook provides a cost-effective solution. This will allow us to allocate our budget judiciously, extending our reach without compromising the council's financial resources.
5. **Event Promotion:** The platform's event creation and promotion features will prove invaluable in publicizing council meetings, town events, and other significant gatherings. Increased visibility will contribute to higher attendance and active participation.
6. **Community Building:** Facebook serves as a virtual hub for community members to interact, exchange ideas, and discuss local matters. Leveraging this feature will cultivate a stronger sense of community online, promoting civic pride and active engagement.
7. **Analytics for Improvement:** Facebook's analytics tools provide actionable insights into the performance of our advertisements. Regular analysis of engagement metrics, reach, and impressions will allow us to refine our strategy continuously for optimal effectiveness.

Next Steps: I propose convening a meeting to discuss this proposal in more detail. During the meeting, we can explore specific strategies, set objectives, and address any concerns or questions the committee may have.

I look forward to the opportunity to further discuss the potential benefits of incorporating Facebook into our advertising efforts.

I have enclosed some screen shots of other town council Facebook Pages, showing how many people follow them online, showing how popular they are and the kind of interaction they are gaining with their local people.



Ludlow Town Council

2.5K likes • 3.2K followers



Brecon Town Council

2.6K followers •



Ledbury Town Council

1.2K followers • 49 following



Ross-on-Wye Town Council

2.9K followers • 848 following



Rhayader Town Council

1.4K likes • 1.7K followers

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS:	Planning Consultation - 240044 - 32 Duke Street, Kington, Herefordshire, HR5 3BW
DESCRIPTION:	The location and the species of the trees are identified on the accompanying plan. Those marked red are intended to be felled either because they are or are in danger of affecting the integrity of adjoining buildings or boundary structures. Those marked green are intended to be lopped or their canopies raised. As the area is extensively wooded there is no intention to replace any felled trees.
APPLICANT(S):	Mr Gareth Parry
GRID REF:	OS 329900, 256759
APPLICATION TYPE:	Works to Trees in a Conservation Area
WEBSITE LINK:	http://www.herefordshire.gov.uk/searchplanningapplications

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240044.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **01/02/2024**. If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

TECHNICAL SUPPORT OFFICER

- E - ELDER
- H - HAZEL
- L - LIME
- R - RHODODENDRON
- RC - RED CEDAR
- S - SYCAMORE
- Y - YEWE





Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 240058
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 12/01/2024

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 240058 - 38-38a High Street, Kington, Herefordshire, HR5 3BJ
DESCRIPTION: Proposed installation of automated teller machine with associate signage.
APPLICANT(S): The Owner and/or Occupier
GRID REF: OS 329689, 256602
APPLICATION TYPE: Planning Permission
WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240058.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **02/02/2024** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 240059 - 38-38a High Street, Kington, Herefordshire, HR5 3BJ
DESCRIPTION: Proposed non-illuminated di-bond top and bottom signage and 1 No. illuminated internal logo sign.
APPLICANT(S): Cardtronics UK Ltd, trading as CASHZONE
GRID REF: OS 329689, 256602
APPLICATION TYPE: Advertisement Consent
WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240059.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **02/02/2024**. If you do not respond by this date it will be assumed that you have no comments to make.

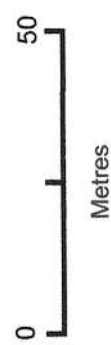
You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Location Plan

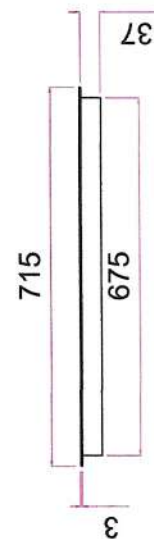
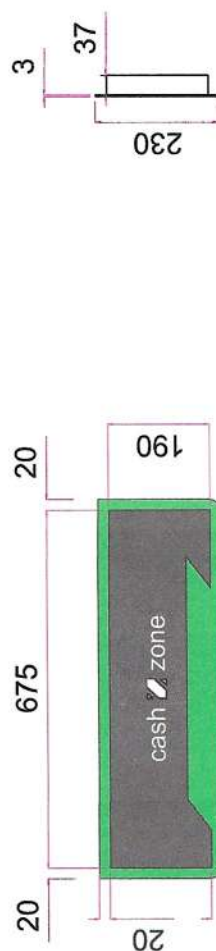
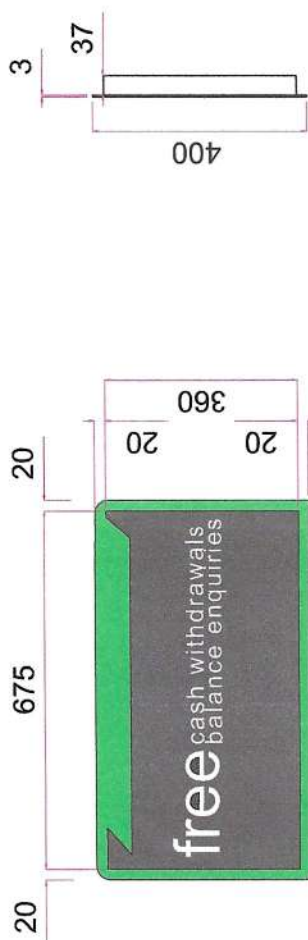
Site Address: Nisa, 38-38a, High Street, Kingston, HR5 3BJ

Date Produced: 09-Jan-2024

Scale: 1:1250 @A4



Planning Portal Reference: PP-12692480v1

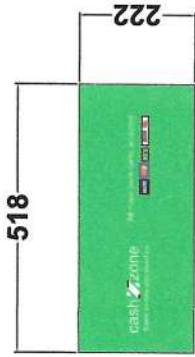
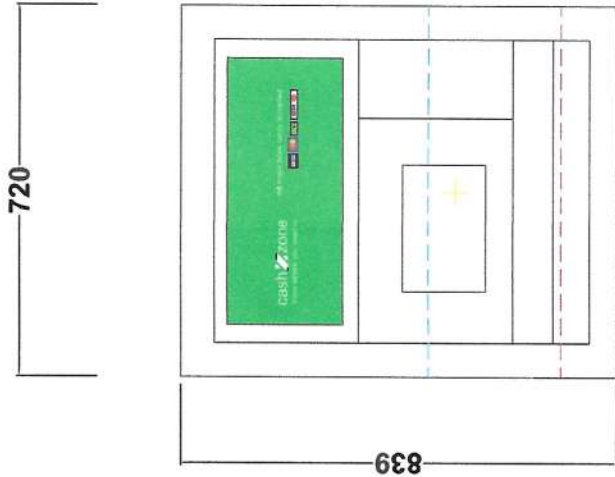


MATERIALS:

- **BLACK AND GREEN DI-BOND PANEL WITH WHITE LETTERING**



NEW DRAWING	TITLE		IS	IS	drawing approval
	FTU UNIVERSAL NON-ILLUMINATED TOP & BOTTOM SIGN				
	NOVA	KG	SCALE	POSITION	APPROVED
	DATE	21/1/23	1:10 @ A3		
	REF COUNTRY	SHEET	SECTION	DATE	SIGNED
	CSS0028	SHEET 3	00		



SIGN MATERIALS :-

GREEN PERSPEX SHEET WITH WHITE LETTERING
AND BANK SYMBOLS IN VARIOUS COLOURS

COLOURS: - GREEN (PMS369)

METHOD OF ILLUMINATION :-

- ROWS OF LED LIGHTS BEHIND THE TEXT
- WHITE LETTERING IS TRANSLUCENT
- STATIC ILLUMINATION
- INTERNAL ILLUMINATION
- APPROX > 60 LUX @ 1.0 METRE AND WITH
AMBIENT LIGHTING > 80 LUX



PLANNING ATM SIGNS		drawing approval		CARDTRONICS Service Solutions	
825 ADV GREEN ILLUMINATED LOGO PANEL	83	NAME:-			
	84	POSITION:-		APPROVED:-	
DESIGNED BY NG & MK REF: 2023/01/01	85	DATE			
SCALE 1:10 @ A3 DATE 01/12/2022 SHEET 1	86				

DO NOT SCALE EXCEPT FOR PLANNING AND BUILDING REGULATION PURPOSES

GENERAL NOTES

LIGHTING -
ALL LIGHTING TO BE POSITIONED TO AVOID DIRECT GLARE ON THE EYES OF THE USER
AND NOT DIRECTED TOWARDS THE USER FROM THE SCREEN OR OPERATING FEATURES. GLARE
FROM LIGHTING TO BE AVOIDED.
SIGNAGE -
ALL SIGNAGE TO CONFORM TO BS 6800:2001 SECTIONS 9.2.2 LOCATION & DESIGN OF
SIGNS & INFORMATION AND 9.2.3 VISUAL SIGNS.
ALL NEW GLAZING CONFORMS TO BS 6800:
ALL ELECTRICAL WORK CONFORMS TO BS 7671.

IT IS ASSUMED THAT ALL PRELIMINARY WORKS CARRIED OUT / CONTRACTED BY THE
SITE OWNER SHOULD BE COMPLETED BY THE PROJECT START DATE. ANY WORKS
COMPLETED AFTER THE PROJECT START DATE WILL BE CONSIDERED AS VARIATIONS
AND WILL BE PRICED AND PROGRAMMED SEPARATELY.

SITE NOTES

FLOOR CONSTRUCTION:
CERAMIC TILE ON TIMBER / BASEMENT

REMOVE EXISTING GLAZING PANEL

INSTALL:
NEW SILICONE JOINTED GLAZING PANELS. GLAZING COLLAR, 28MM FLOOR
PLATE, ATM, ELECTRICS - NEW DIS. BOARD AND NON-ILLUMINATED D-BOND SIGNAGE
EARTH BONDING TO GAS SERVICE REQUIRED
INSTALL FIRE LINED FLOOR SUPPORT

NOTE:
- NO ASBESTOS REG. CSS TO ARRANGE ASBESTOS SURVEY REQUIRED PRIOR TO
WORKS

- ALL PROPOSED ATM INSTALL WORKS MUST ALLOW FOR FULL ATM SERVICE
CLEARANCE INC. FULL RACK OUT OF REAR DISPENSERS

- CSS PLANNING CONFIRMED CONSERVATION AREA

- NO ATM ENCLOSURE INSTALLED AS STATED BY CASH ZONE

- SHOPS FRONT GLAZING TO BE REMOVED AND REPLACED WITH NEW GLAZING

- NEW ATM ENCLOSURE REQUIRED - NEW S.L.G. REQUIRED AND TO CONFORM GLAZING
HAS INTERNAL OR EXTERNAL BEADING

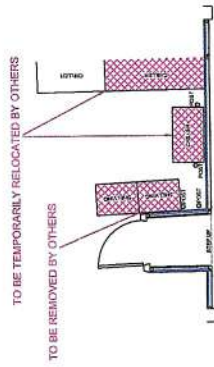
- DECORATIVE FLOOR TILES / SPREADER PLATES REQUIRED

WORK TO BE CARRIED OUT BY OTHERS

PROVIDE FULL ACCESS FOR ASBESTOS SURVEY AND ANY ADDITIONAL SITE SURVEYS
PROVIDE CLEAR ACCESS TO BASEMENT FOR CSS BUILDER TO INSTALL FLOOR SUPPORT
UNDER ATM

REMOVE 2 X SHELVING

TEMPORARILY RELOCATE 2 X CHILLERS AS REQUIRED FOR GLAZING REMOVAL AND
SILICONE JOINTED GLAZING INSTALLATION - WORKS TBC FOLLOWING GLAZING SURVEY
TO CONFIRM INTERNAL OR EXTERNAL BEADING



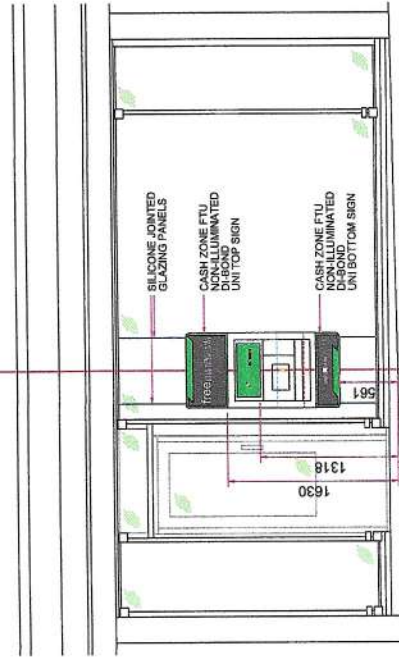
EXISTING (PART) PLAN

OTHERS TO TEMPORARILY RELOCATE 2 X CHILLERS AS REQUIRED
FOR GLAZING REMOVAL AND SILICONE JOINTED GLAZING INSTALLATION -
WORKS TBC FOLLOWING GLAZING SURVEY TO CONFIRM
INTERNAL OR EXTERNAL BEADING

PROPOSED (PART) PLAN

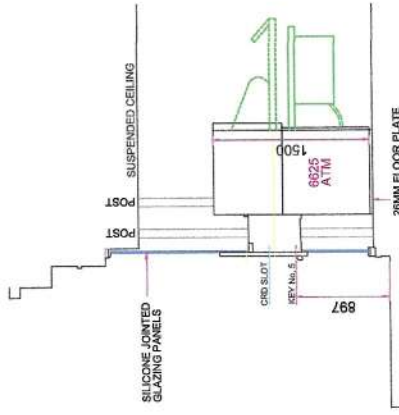


EXISTING ELEVATION



EXISTING SECTION VIEW A-A

Scale in Metres
0 1 2 3 4 5 6 7 8 9 10



SECTION VIEW A-A

Scale 1:50
0 1 2 3 4 5 6 7 8 9 10

SITE ADDRESS

MORRISONS DAILY
38 HIGH STREET,
KINGTON,
HR5 3BJ

TITLE

PROPOSED AUTOMATED TELLER MACHINE (ATM)
INSTALLATION FOR CASHZONE

SCALE

VARIOUS @ A3

DATE

30/06/23

PROJECT

REFERENCE

ED26364

DATE

BY

DATE

DATE

DATE

DATE

DATE

DATE

DATE

drawing approval

NAME:-

POSITION:-

APPROVED:-

SIGNED:-





Directorate/Division: Economy and Environment
Team: Environmental Health & Trading Standards
Please ask for: Licensing
Direct line: 01432 261761
Email: licensing@herefordshire.gov.uk
Date: 30 January 2024

TalkCommunityEnquiries
Cllr Terry James
Via Email

Dear Sir/Madam

An application has been received on 30 January 2024 for a grant of a premises licence at:

The Old Picture House, 46 Bridge Street, Kington. HR5 3DW

Applied for:

Licensable Activities

Films (Indoors), Live Music (Indoors)
Monday – Sunday 10:00 – 23:00

Consultation dates are as follows: Begins **31 January 2024** and ends **27 February 2024**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be emailed to licensing@herefordshire.gov.uk no later than **27 February 2024** addressing the four licensing objectives above.

Yours faithfully

EMMA BOWELL
SENIOR LICENSING TECHNICAL OFFICER

Kington Town Council

Meeting to be held on Monday 5th February 2024

Agenda item 9

County Plan Consultation questionnaire

Herefordshire Council – County Plan 2024 – 2028

Herefordshire Council are interested to know your views on what order you would want the following issues to be addressed.

People - Encourage and enable all residents, especially children, young people and families to thrive.	Now Year 1	Soon Years 2-3	Later Year 4	Comments
Ensure that residents are enabled to live healthy lives within their communities.				
Tackle inequality by focusing on early intervention and prevention activities that support people to live independent and fulfilling lives.				
Enable people to support themselves and each other by providing the right support at the right time.				
Work closely with partners and communities to build connected and resilient communities.				
Ensure people feel safe and respected in their communities.				
Place - Protect our environment through innovation and best practice and promote initiatives that address the environmental challenges we face.	Now Year 1	Soon Years 2-3	Later Year 4	Comments
Increase recycling rates more and make improvements to the local environment.				
Protect the county's biodiversity, value nature and uphold environmental standards.				
Champion agricultural practices which minimise pollution and maximise biodiversity.				
Support our local culture and heritage and make Herefordshire a thriving, safe and attractive place to live and visit.				

Growth - Invest in the economy and support economic growth.		Now Year 1	Soon Years 2-3	Later Year 4	Comments
Expand the transport and infrastructure network to improve access across the county.					
Develop employment land to unlock new business opportunities for the county and generate local jobs.					
Support market towns to be vibrant hubs through working with residents, grassroots organisations and businesses.					
Support residents to access skills development and training opportunities.					
Work with partners to provide high quality housing to meet all needs.					

What **three** words would you use to describe how it feel to be a resident in Herefordshire in 2028?

Any other comments?

KINGTON TOWN COUNCIL

Meeting to be held on Monday 5th February 2024

Agenda item 12

Town and Parish Council Charter

The Market Town Clerks group has discussed at great length issues arising out of perceived difficulties in communication between Herefordshire Council and its officers and Town and Parish Councils and their clerks/officers which arise in particular as a result of a lack of understanding about how both tiers of local government must operate. The group is advocating a revival of a Town and Parish Council Charter which, when previously issued, set standards for matters such as response times to queries, notice periods for consultations etc. Herefordshire Council has now agreed to establish a new Town and Parish Council charter and is inviting representatives of Town and Parish Councils to join a small working group to develop this. Representatives can be officers and/or councillors. The purpose of this agenda item is to agree whether or not to request that a representative of Kington Town Council joins this group and who that representative should be.

A copy of the draft Terms of Reference for the group is attached.

Terms of Reference for Town and Parish Council Charter Working Group

Introduction

Herefordshire Council has made a commitment to develop a Town and Parish Council Charter to

- set out our shared ambition to secure a healthy and prosperous future for the residents of Herefordshire
- make explicit the respective roles and responsibilities of the county, town and parish councils
- detail the commitment of the county, town and parish councils in working together

Proposed terms of reference

It is proposed to form a small working group of members and officers from the county, town and parish councils to:

- a) Represent the views of their organisation and knowledge of communities in developing the charter.
- b) Consider the scope for the charter, its purpose and objectives.
- c) Ensure representatives of their organisation are able to contribute to the development of the strategy.
- d) Review and provide comments on the draft strategy.
- e) Agree a mechanism for jointly evaluating the benefit of the strategy.
- f) Secure agreement and adoption to the strategy by their organisation.

The working group should have no more than 8 representatives. The working group will be supported by Herefordshire Council officers who will take the lead in drafting the strategy.