

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

Kington Town Council

to be held on **Monday 13th May 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 elect the Mayor of Kington for the forthcoming year
2. To receive apologies for absence
3. To note declarations of interest and consider requests for dispensation
4. To elect a Deputy Mayor of Kington for the forthcoming year
5. Minutes
 - a) To agree the Minutes of the meeting held on [8th April 2024](#)
 - b) To agree the Minutes of the meeting held on [22nd April 2024](#)
6. Public participation:
 - a) To receive the police report
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
7. To note past Mayor's final report
8. To agree appointments to the following committees:
 - a) Finance, Personnel & General Purposes
 - b) Planning and Environment
 - c) Scrutiny
9. To agree meeting schedule for forthcoming year
10. To agree council representatives on the following outside bodies:
 - a) Kington United Charities
 - b) Lady Hawkins
 - c) Kington Festival Association
 - d) Kington Museum
 - e) Kington Chamber of Trade
 - f) Kington Tourist Group
 - g) Kington Twinning Association
 - h) KLEEN
 - i) Kington Allotment Association
11. Clerk's Report
12. Financial Matters
 - a) To consider grant payment of £2,500.00 to Kington Tourist Group
 - b) To approve payments as now due
 - c) To note receipts since the last meeting
 - d) To note and agree recurring payments made via direct debits or standing orders
 - e) To review and confirm/agree bank signatories for the Town Council accounts
 - f) To appoint a financial examiner for the year

13. To confirm adoption of the following policies:
 - a) [Code of Conduct](#)
 - b) [Standing Orders](#)
14. Planning Matters
Update on submission of observations on Local Plan
15. To consider approach to owners regarding poor state of empty building on the High Street
16. Update on proposals for Christmas Lights for 2024 – 2027
17. To note Herefordshire Council's proposals for funding for public rights of way and to consider application in support of the work of the footpaths officer
18. To consider subscription to Rural Market Town Group of the Rural Services Network at a cost of £100.00 (+VAT) for the year
19. To consider proposal to engage with academic study into Rural Small Towns
20. Update on D-Day Activities
21. Information only item: Reports from councillors
22. Update on Annual Town Meeting and confirm format
23. To confirm date and time of the next meeting and agree Items for the agenda
24. Exclusion of the 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 two agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
25. Market Hall
 - a) To confirm agreement to enter into agreement with Herefordshire Council for the use of the Market Hall building
 - b) To agree hire arrangements for community use of the Market Hall

Issued by:

Liz Kelso, Clerk, Kington Town Council

Tel: 01544 239098 or mobile: 07483914485

Email: clerk@kingtontowncouncil.gov.uk

8.5.2024

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 are unwell whether or not you have tested positive for covid.

	Planning & Environment	Scrutiny	Finance, Personnel & General Purposes	Rec. Mgmt Group
	Meets monthly	Meets as and when necessary	Meets quarterly	Meets as and when necessary
E. Banks				
R. Banks				
B. Bishop				
T. Bounds				
N.Cornish				
A. Dixon				
M. Fitton				
J. Gardner				
K.Greig				
E. Rolls				
P. Sell				
M. Woolford				
R. Warne				
R. Widdowson				
TOTAL				
QUORUM	5	5	5	4

Note: Mayor and Deputies are ex-officio members of all committees
Agreed at a meeting of the town council held on

Kington Town Council Proposed Meeting Schedule - 2024-2025

MONDAYS

	Full Council	Finance, Personnel & GP	Planning & Environment	Scrutiny	Recreation Ground Trust	Recreation Ground Mgmt Group
May 2024	13	20	20		13	
June	3	17		17		
July	1	15	15		1	
August		19				
September	2	16	16		2	
October	7	21				7
November	4	18	18			4
December	2	16			2	
January 2025	13	20	20		13	
February	3	17				3
March	3	17	17		3	
April	7	21				7
May	12	19	19		12	

Additional meetings of committees or full council 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: May 2024

Mayor's Report 13.05.2024

On Sunday 21 April I was invited to attend the Hereford Civic Service but I had to apologise because of illness.

On Friday 3 May I opened the Marches Makers Festival in St Mary's church Kington. This were masterly exhibitions organised by the Marches Makers Festival team led by Patrick Conard. Clare Conard and Peter Horrocks curated the exhibits in the church and require great praise as it was highly professional. Overall there were 43 different artists. There were five studios open for the three days and another 9 exhibits around the town including RidgeBank Gallery. This has returned to use. A spectacular brochure was drawn up to promote the show.

On Tuesday 8 May Philip Sells and I attended the Ceremonial Proclamation of the historic St Ethelbert's May Fair. We paraded around the streets of Hereford which had been filled with rides and events. I would like to thank the Showman's Guild of West England, South Wales and Northern Ireland section who organised such a spectacular show.

On Thursday 9 May I will attend the welcoming of the Kington Twinning Association at the Old Picture House in Bridge Street.

Have worked on the hand-over of Crooked Well and the application of the Recreation to the Land Registry as well as issues over the cottage

I wish to thank all councillors who have contributed much to a successful year

Elizabeth Banks
07.05.2024

KINGTON TOWN COUNCIL

Meeting to be held on Monday 13th May 2024

Agenda item 11

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. Kington Transport Study

We are still awaiting sight of the Kington Transport Study for Kington. Herefordshire Council is currently conducting a consultation/survey into travel patterns as part of the larger Herefordshire Transport Study and members, and members of the public, are encouraged to submit their own responses to this plan. The Clerk recently met with Herefordshire Council's Head of Highways and Transport and reiterated the request by the Town Council as key stakeholder in this project for input into the Kington Transport Study proposals.

2. Community Infrastructure Fund

Herefordshire Council has announced the launch of the Community Infrastructure Fund which is a capital fund designed to:

- Strengthen our social fabric and foster a sense of local pride and belonging
- Build pride in place and increase life chances in our local communities
- Build resilient and safe neighbourhoods
- Creation and improvements to local rural green spaces
- Provide improved facilities which reduce the need for people to travel to access recreational facilities

If members would like to put forward a project for consideration using this funding, please let the clerks know so this can be added to the agenda for the next meeting. The deadline for completing projects with this funding is March 2025.

3. Kington Economic Development Plan

At a recent meeting of the Market Town Clerks, Herefordshire Council's Service Director for Economy and Growth announced that work will shortly begin on a feasibility study for delivery of aspects of the Market Town's Economic Development Plans with the emphasis on delivery of employment land in the first instance. The Town Council is to be invited to participate in this work and will receive details shortly.

4. Financial year end

The internal audit process for the Town Council has now taken place with some areas identified for improvement. The report will be presented to the next meeting of the Finance, Personnel and General Purposes Committee later this month with a view to presenting to Full Council in due course. In the meantime a provisional date for the exercise of electors right to view the accounts and supporting papers has been set to start on Monday 10th June. The final Annual Governance and Accounting Return with supporting

papers will be presented to full council for approval at the meeting scheduled for Monday 3rd June 2024.

5. **Herefordshire Council's Local Plan consultation**

A reminder that the deadline for submission of comments on the proposals for Kington contained with Herefordshire Council's Local Plan is Monday May 20th.

Kington Town Council
Schedule of payments to be approved on 13th May 2024

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments now due							
11	HMRC	BACS	Tax & NI due on March salaries		£ 745.19		£ 745.19
12	Herefordshire Council	BACS	Office Rental - May		£ 190.00		£ 190.00
13	Orphans Press Ltd	BACS	Printing Festival Brochure	FC 009-24	£ 1,635.64		£ 1,635.64
14	Border Office Supplies	BACS	Printing & Copying charges		£ 248.06	£ 49.61	£ 297.67
15	Tree Warden Network	BACS	Subscription		£ 30.00		£ 30.00
16	Amazon Business	BACS	Civic award frames		£ 34.00	£ 6.85	£ 40.85
17	Amazon Business	BACS	Stationery		£ 33.16	£ 6.64	£ 39.80
18	KBS	BACS	Rec Ground - cottage repair materials		£ 26.98	£ 5.40	£ 32.38
							£ -
							£ -
			c				£ -
							£ -
							£ -
							£ -
							£ -
							£ -
			Total payments this month excluding salaries		£ 2,943.03	£ 68.50	£ 3,011.53

FOR INFORMATION

Total of payments made through grants received:							
Total of payments made as a grant							
	Rec Grant				£ 33.16	£ 6.64	£ 39.80
							£ -
							£ -
							£ -
	Total paid as salaries (net) - March 2024						£ 3,482.90

KINGTON TOWN COUNCIL

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Agenda item 12(d) – Financial Matters – Standing Order Payments and Direct Debits

To confirm authority to continue to make the following payments via standing order and/or direct debit:

Standing Order payments:

Staff salaries

Direct Debit payments:

Beneficiary:	Detail:	Frequency:
British Telecom	Telephone & Broadband	Quarterly
EE	Mobile phone charges	Monthly
E-On	Rec. toilet block utilities	Quarterly
Lloyds Bank plc	Card payments	Monthly

KINGTON TOWN COUNCIL

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Agenda item 12(e) – Financial Matters – Authorising payments

Summary

The Town Council banking arrangements permits payment by cheque or online with Unity Trust Bank as the provider. The purpose of this agenda item is to confirm or make changes to the list of those individuals who are able to authorise payments on behalf of the Town Council.

Current arrangements

1. Expenditure by the Town Council must firstly be agreed by the Council in accordance with Financial Regulations at a meeting of the Council and/or in accordance with applicable delegated authority.
2. When invoices are received, they are checked for accuracy and then presented to a meeting of Full council for approval to pay.
3. Following approval at a meeting, payments are uploaded to the bank account and then authorised by two authorised signatories.
4. Currently, there are four councillors who are able to authorise payments:

Cllr. E. Banks

Cllr. P. Sell

Cllr. M. Fitton

Cllr. R. Widdowson

From: Phillips, Martin P. (Prof.) <mpp2@leicester.ac.uk>
Sent: 03 April 2024 08:55
To: clerk@kingtontowncouncil.gov.uk
Subject: Rural Small Town Research Project

Dear Liz,

I am conducting a research project examining the socio-economic conditions and contemporary challenges facing rural small towns in England, and the management and development of their central areas. This project is a development on from research I have been conducting with [Rural England](#), an independent not-for-profit Community Interest Company (or CIC) that seeks to improve the evidence on the economic, social and environmental wellbeing of rural areas in England. I have already undertaken a general analysis of the character of rural small towns, and am now keen to develop an understanding of the specific conditions and challenges that are facing people living and/or working in specific towns, including the town of Kington.

I am hoping to interview people who have expertise related to the planning, economic development and provision of services to people in the town, including members of the Town Council. I was therefore wondering if you as Town Clerk could forward this email onto relevant people in the Council.

I am happy to come to Kington and interview people as a group, or to interview people individually via a video call (using Skype, Zoom or Teams). The individual interviews would be around 20-40 minutes, and would involve questions exploring people's views about the current economic, social and physical character of the town, the challenges people think are impacting it, and the initiatives and plans being developed to address these, as well the support the Council has received or would like to receive from government or other bodies.

If people would be interested in participating in the study or would like receive any further information about the project before deciding, could they please email me on mpp2@le.ac.uk or phone me on 0116 2623886.

Thank you for any support you can give to this research project.

Best wishes,

Martin Phillips

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Professor Martin Phillips
Professor of Human Geography

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