

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

Kington Town Council

to be held on **Monday 9th September 2024 at 6.00pm**

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. Minutes:
 - a) To agree the minutes of the meeting held on [1st July 2024](#)
 - b) To agree the minutes of the meeting held on [22nd July 2024](#)
3. Public participation:
 - a) Police matters:
 - To receive the police report
 - To consider revised priorities for police for the Town
 - 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 approve payments as now due, as attached
 - b) To note amounts received since last meeting
 - c) To note update on application for funding for public rights of way
 - d) To consider recommendation of the finance and general purposes committee for the adoption of revised financial regulations for the Town Council
 - e) To consider applications for community grants
 - f) To note request from Kington Recreation Ground Trust for expenditure from the grant awarded by the Town Council:
 - Up to £2,000 in respect of legal costs associated with the transfer of Crooked Well meadow from Herefordshire Council to the Recreation Ground Trust, subject to agreed conditions
 - Up to £500 for repairs to the base beneath the swing in the Recreation Ground
 - Up to £2,000 for work in connection with Recreation Ground Cottage
7. Planning Matters
 - a) To consider the following planning applications:

Ref: [240759 AMENDED PLANS](#)
Site: Land off Crabtree Road, Kington
Dev: Proposed erection of terrace of 4, 2-bed dwellings

Ref: [242019](#)

Site: Land at Newburn Farm, Kington

Dev: Proposed erection of five dwellings in lieu of an extant Class Q permission for five dwellings; ground mounted solar panels; the creation of a phosphate credit bank and ancillary works

- b) To consider whether to submit a response on behalf of the town council to the government consultation on revisions to the National Planning Policy framework
- c) To consider actions to protect burgage walls in Kington
- 8. Churchyard:
 - a) To note report on fallen tree branch in the Churchyard and agree quotation for removal of lime tree considered a health and safety risk
 - b) To note update on required repairs to Lychgate and consider quotation for the work
- 9. To consider revised proposal on social media project
- 10. To consider proposal and quotations for the refurbishment of the Town Council notice board at the Market Hall
- 11. To consider request from Welsh Guards Veterans Memorial Walk for support for walk taking place in June 2025
- 12. To consider proposal for changes to meeting dates for full council and committees
- 13. To consider proposal from Herefordshire Council for attendance by Chief Executive and Leader to attend a Town Council meeting and agree, if appropriate, date for attendance
- 14. To note [Herefordshire Council Local Cycle and Walking Infrastructure Plan consultation](#) and agree any action arising therefrom
- 15. Update on October 19th training/awayday and to agree content
- 16. To consider purchase of Mayoral robes for the Town Council
- 17. Herefordshire BID Destination Management Plan: To consider response to questions from the BID relating to the drafting of the Destination Management Plan
- 18. To consider request for training for Cllr. Woolford on planning matters
- 19. To note reports from Committees:
 - a) Planning & Environment Committee held [15th July 2024](#)
 - b) Finance, Personnel and General Purposes Committee held on [15th July 2024](#)
- 20. Information only item: Reports from councillors
- 21. Items for the next agenda and date and time of next meeting

Issued by:

Liz Kelso, Clerk, Kington Town Council

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4.9.2024

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.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 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. Councillor Resignation

Councillors may be aware that Cllr. Ruth Warne resigned on 1st August after moving out of Herefordshire to be nearer family. Notices have been placed on noticeboards inviting members of the public to request an election. If no valid request is received by the Elections Office at Herefordshire Council before 2nd September, the town council will be free to co-opt to fill the vacancy.

2. Parish Council Summit

Herefordshire Council will be holding an in-person parish summit on Tuesday 8th October at 17.30 – 20.30 in Plough Lane, Hereford. Places are limited and need to be booked. Please speak to the Clerk about booking a place.

3. Data Protection Registration

Like many organisations, town and parish councils are required to register with the Information Commissioner's Office on an annual basis. The Town Council registration has been renewed for a further year with effect from 12th August.

4. Place de Marines scaffolding

Herefordshire Council has confirmed authority for fixing artwork to the hoarding at the Place de Marines with the proviso that the artwork is not in any way offensive.

5. Electric Vehicle Charging Points

Members may recall that last year the town council submitted comments on proposals for additional electric vehicle charging points in the Mill Street car park. At the time, concerns were raised that the proposed installation would make it difficult for the breast screening unit to use the site and we suggested an alternative location at the other end of the town, or perhaps the car park at the Coop, might be more appropriate. Earlier this month residents and businesses near to the Mill Street car park received notification that the charging points installation was to proceed but following a request for clarification, and objections from nearby businesses, the Clerk has been advised that plans are being revised.

Kington Town Council
Schedule of payments to be approved on 9th September 2024

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting							
78	EE	DD - 12.8.2024	Mobile phone charges		£ 21.58	£ 4.32	£ 25.90
79	Lloyds bank	DD - 16.8.2024	Credit card (Ink, business waste, fee)		£ 121.39	£ 3.08	£ 124.47
80	Acer Tree Services	BACS	Removal of fallen tree		£ 1,608.00	£ 321.60	£ 1,929.60
Payments now due							
81	Arrow Plant	BACS	Rec Grant - Hire of Jet Washer		£ 63.36	£ 12.67	£ 76.03
82	Countrywide	BACS	Rec Grant - Grass cutting (2 months)		£ 1,440.00	£ 288.00	£ 1,728.00
83	J&P Turner	BACS	Planter maintenance (July & August)		£ 1,100.00	£ 220.00	£ 1,320.00
84	KBS	BACS	Rec Grant - Consumables		£ 119.00	£ 23.80	£ 142.80
85	Herefordshire Council	BACS	Office Rental - September		£ 190.00		£ 190.00
86	Amazon Business	BACS	Stationery		£ 10.98	£ 2.20	£ 13.18
87	HMRC	BACS	Tax & NI on August salaries		£ 745.19		£ 745.19
88	Mayclothling	BACS	Rec Grant - Maintenance		£ 202.00	£ 40.40	£ 242.40
89	BT	DD - 10.9.2024	Telephone & broadband		£ 271.65	£ 54.33	£ 325.98
90	BOSS	BACS	Printing & copying		£ 130.67	£ 26.14	£ 156.81
91	A. Vickerstaff	BACS	MidBorder News		£ 300.00		£ 300.00
92	Gareth Evans	BACS	Churchyard Grass cutting		£ 160.00		£ 160.00
			Total payments this month excluding salaries		£ 4,732.85	£ 667.54	£ 5,400.39

FOR INFORMATION

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

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 2024

Agenda item 6(b) – Receipts since last meeting

The following amounts have been received since the last meeting:

Date	Payee	Item	Amount
8.7.2024	N. Frost	Market income	£1054.20
2.8.2024	KLEEN	Market Hall booking (2 dates)	£50.00
15.8.2024	Kington Walks	Market Hall booking	£25.00

In addition to the amounts actually received, there are a further four day bookings for events held through the BID yet to be invoiced. The cost per day for community events is £25.00 per day.

KINGTON TOWN COUNCIL
Meetingn to be held on 9th September 2024
Agenda item 5(d)

DRAFT FINANCIAL REGULATIONS

These draft Financial Regulations are based upon an industry standard model. Every effort has been made to ensure that the contents of this document are correct. The document has been amended to reflect current practice within Kington Town Council. Where paragraphs are shown in bold, this reflect a requirement within existing legislation and cannot be amended or removed.

A copy of the current financial regulations can be found on the website or from the Clerk.

KINGTON TOWN COUNCIL
FINANCIAL REGULATIONS

Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments	9
7. Electronic payments	10
8. Cheque payments	11
9. Payment cards	12
10. Petty Cash	12
11. Payment of salaries and allowances	12
12. Loans and investments.....	13
13. Income.....	13
14. Payments under contracts for building or other construction works.....	14
15. Stores and equipment.....	14
16. Assets, properties and estates	14
17. Insurance	15
18. [Charities].....	15
19. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process	16

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £5,000;**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk/RFO shall prepare, for approval by the council] a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England)/budget (Wales) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance, Personnel and General purposes committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget the council shall determine its council tax (England)/budget (Wales) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £50,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council for any items below £1,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Bank or such other bank as may be determined by the Council.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO/Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy

10. Petty Cash

The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first

instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Kington Town Council
Grant Applications 2024-5
First round – autumn 2024
Schedule of grant Applications

Organisation	Amount requested	Activity to be funded	Recommended Offer	Comments
Kington Walks	£360.00	First aid kits to support guided walks		
Kington Museum & History Centre	£250.00	Conservation sleeves & document folders to preserve papers & photographs		
Kington Pollinators	£250.00	Second wildlife survey & advice on wildlife management		
Kington Chamber of Trade	£750.00	Support for Winter Food Festival including music, minibus hire & drivers for park & ride, signage and portaloos		
Kington Community Choir	£500.00	Purchase of music		

Total budget available this year: £5,000.00
Total committed to date: £0
Total requested, as above: £ 2,110.00
Total for year £
Budget remaining (if awarded) £2,890.00

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: DESCRIPTION:	Planning Re-consultation - 240759 - Land off Crabtree Road, Kington, Herefordshire, HR5 3BJ Proposed erection of terrace of four 2-bed dwellings with associated access and parking.
APPLICANT(S):	Mr Gallagher
GRID REF:	OS 329665, 256556
APPLICATION TYPE	Planning Permission
WEBSITE LINK:	http://www.herefordshire.gov.uk/searchplanningapplications

Amended ☒ Additional ☐ Amended and Additional ☐ Re-Consultation ☒

Plans or documents have been received for the proposal described above.

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 240759.

If your Parish Council has any further comments to make please respond to tracey.meachen@herefordshire.gov.uk by **04/09/2024**. If you do not respond by this date it will be assumed that you have no further comments to make.

Please use the space below, if required, for your response

Please do not send responses to planning_enquiries@herefordshire.gov.uk

All personal data held is processed in accordance with data protection law. For further information please see our website

https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

Yours sincerely

TECHNICAL SUPPORT OFFICER



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 242019
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 23/08/2024

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 - 242019 - Land at Newburn Farm, Kington, Herefordshire, HR5 3HD
DESCRIPTION: Proposed erection of five dwellings in lieu of an extant Class Q permission for five dwellings; ground mounted solar panels (relocated from roof); the creation of a phosphate credit bank; and ancillary works.
APPLICANT(S): Messrs Gwatkin
GRID REF: OS 329289, 256130
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 242019.

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 **14/09/2024** If you do not respond by this date it will be assumed that you have no comments to make.

From: Idf <Idf@herefordshire.gov.uk>
Sent: 02 September 2024 09:25
Subject: National Planning Policy (NPPF) consultation.

Dear Clerk,

The UK Government published a consultation<<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>> on the National Planning Policy Framework and other changes to the planning system on 30th July 2024. This consultation has come from the Ministry of Housing, Communities and Local Government (MHCLG).

This press release explains broadly what this consultation is about: Our plan to build more homes - GOV.UK (www.gov.uk)<<https://www.gov.uk/government/news/our-plan-to-build-more-homes>>

The Government have set out proposed mandatory housing targets which takes a new approach based on a revised formula and data. This means the housing target for Herefordshire has increased from 773 dwellings per annum to 1,375 dwellings per annum. This would mean 27,500 dwellings over a 20 year plan period. The recent Draft Local Plan March 2024<<https://consultations.herefordshire.gov.uk/consultations/article/114/draft-herefordshire-local-plan-regulation-18-consultation>> consultation set out a target for 16,100 homes over the plan period so this is a proposed significant increase that we would like to make you aware of.

The consultation closes at 11:45pm Tuesday 24 September 2024 and there is no provision for late responses.

Herefordshire Council will be responding to this consultation once we have taken stock of all the proposals. However, it is possible for your Parish Council to also submit your views to MHCLG via the links and emails address provided<<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>> on the consultation page if you wish to do so.

Yours sincerely

Siobhan Riddle

[cid:image038.png@01D450C6.8630F890]<file:///herefordshire.gov.uk/data/C&CS/Communications/PublicRelations/00%20AJ%20Folder/Branding/www.herefordshire.gov.uk>

Siobhan Riddle
Principal Strategic Planning Officer
01432 260142

Economy and Environment Directorate
Strategic & Neighbourhood Planning Team
Plough Lane

siobhan.riddle@herefordshire.gov.uk<mailto:siobhan.riddle@herefordshire.gov.uk>

Hereford

HR4 0LE [cid:image003.png@01D8B3E5.40634580]

Main Council Switchboard:
01432 260000

General Planning Enquiries:

planningenquiries@herefordshire.gov.uk<mailto:planningenquiries@herefordshire.gov.uk>

Planning Registration Enquiries:

planningregistration@herefordshire.gov.uk<mailto:planningregistration@herefordshire.gov.uk>

[cid:image001.png@01D45021.AD6FB8B0]<<https://twitter.com/HfdsCouncil>>[cid:image002.png@01D45021.AD6FB8B0]<<https://www.facebook.com/hfdscouncil>>[cid:image003.png@01D45021.AD6FB8B0]<<https://www.instagram.com/hfdscouncil/>>



Half-round tooled coping stones unusually widely spaced, perhaps indicating that some have been removed prior to modern repair.



No coping - just a skim of modern cement replaces the original topping.



Dragon's Teeth coping invaded by the ubiquitous ivy.

Different types of stone, different building techniques and mortars are reflected in different types of lichen and other plants that inhabit the walls.

Kington is unique in having the most complete set of burgage walls of any town in Herefordshire and some of the best walls in the country. The walls have survived here principally because they were built from high quality building stone that was readily available from the large number of local quarries. Only recently have the walls come to be appreciated. They are continually under threat particularly from development and neglect. To preserve the walls as a feature unique to our town, we need to know which walls remain and their state of conservation or dilapidation. The walls are being catalogued.

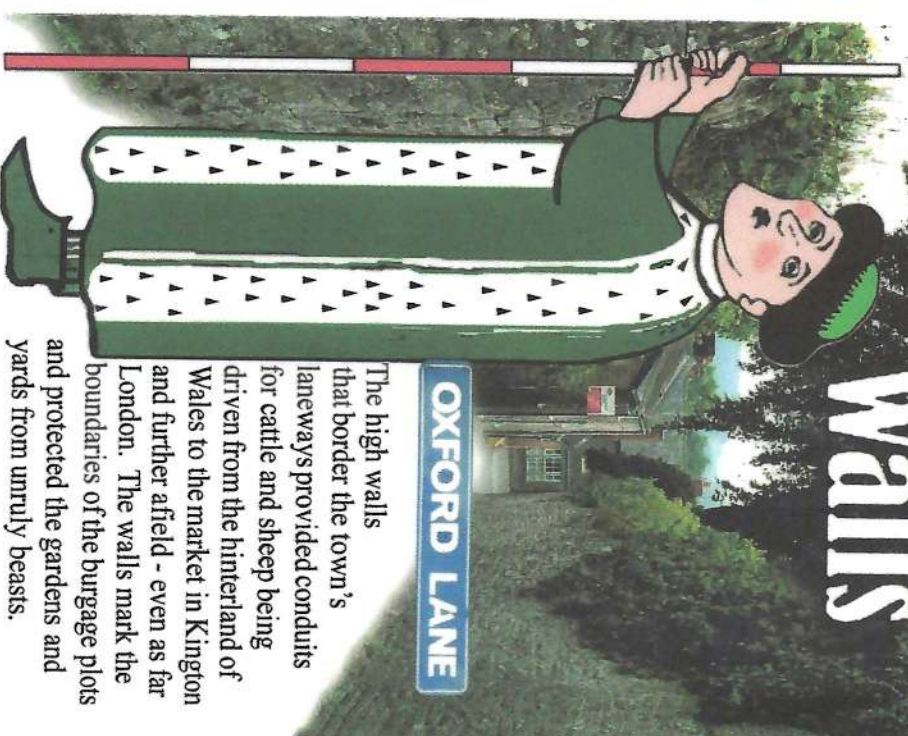
One of a group of volunteers is seen here measuring one of the burgage walls.



Project part-financed by the European Union



Burgage Boundary Walls



The high walls that border the town's laneways provided conduits for cattle and sheep being driven from the hinterland of Wales to the market in Kington and further afield - even as far London. The walls mark the boundaries of the burgage plots and protected the gardens and yards from unruly beasts.

KINGTON

KINGTON

B indicates some of the burgale plots or their subdivisions

● indicates the old, high-walled laneways, or passages through which cattle and sheep were driven to market in Kington or further afield - even as far as London.

● indicates laneways or thoroughfares thought to have existed in the past which have since been destroyed or blocked off.

Ellin Lane

Prospect Lane

Market Lane

Wishade's Row

Market Hall Street

Bridge Street

Mill Furlong Lane

Chapel Lane

High Street

Church Street

Common Close

The Square

Barbican's Yard



1889 Survey map

This map was chosen because it shows clearly the towns medieval layout, laid down around the 12th century. It shows too how the town developed according to the pattern of the original iron age fields that were orientated from northwest to southeast. The map has been overlaid with modern features.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 2024

Agenda item 8 – Supplementary Information

St. Mary's Churchyard

a) Lime Tree

Members will be aware that on the evening of 5th August a large branch from a lime tree within the Churchyard fell, resulting in the closure of the road and requiring a tree surgeon to be engaged urgently to remove the debris and investigate the cause. Fortunately there appears to be no damage to the churchyard wall or memorial beneath the tree. Acer tree services were engaged under delegated powers at a cost of **£1,608.00** (plus VAT) to clear the road and make safe the tree. This work took two days.

Subsequent investigation revealed that the lime tree has become unsafe through rot and an urgent application has been submitted to Herefordshire Council for permission to fell the tree which is in a conservation area. Cllr. Sell has initiated the appropriate paperwork for permission of the Diocesan Office for this work which is scheduled for 13th September at a cost of **£2,925.00** (+VAT).



b) Lych gate, St. Mary's Church

A section of the down pipe on the Lych Gate is damaged and requires replacing with the remaining down pipe in need of straightening. Taking advice from the Diocesan Office, a specialist has been approached to inspect and provide advice on the repairs. A quotation for the recommended work amounting to **£2,907.50** (excl. VAT) is attached. As this is a specialist service, it has not been possible to obtain alternative quotations.

Permission of the Diocesan Office for this repair will be required but members are asked to approve this expenditure subject to final approval being obtained.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 2024

Agenda item 10 – Supplementary Information

Market Hall Notice Board

Background

The large multi section notice board on the side of the Market Hall is owned and managed by the Town Council and is the main visible notice board for formal and informal notices relating to the work of the Town Council, Recreation Ground Trust and a number of voluntary organisations working within Kington. Although the external parts were refurbished through voluntary effort last year, this is now deteriorating again and the internal areas are in a very poor state.

A full replacement notice lockable notice board is likely to cost in the region of £1,500 plus fitting/installation.

Refurbishment of the existing board to include internal and external refurbishment, replacement glass and backing using a local contractor is estimated to cost in the region of £1,000.00

Proposal

That the notice board on the Market Hall be replaced or refurbished, as above.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 2024

Agenda item 12 – Supplementary Information

Full Council and Committee meetings

Background

Kington Town Council has traditionally held full council meetings on the first Monday of each month at 7.00pm in the Old Police Station, Market Hall Street. Committee meetings have traditionally been held on the third Monday of each month, also in the Old Police Station, with meetings starting at 6.00pm. Meetings of the Town Council sitting as trustee of Kington Recreation Ground Trust are usually scheduled for immediately before a full council meeting and meetings of the Recreation Ground Management Group either alternating with Rec Trust meetings or slotted into another day/date as required. This agenda item is to consider an alternative to this pattern.

Proposal

1. Town Council meetings

It is proposed that full council meetings be changed to the third Monday of the month.

- Meetings are less likely to be impacted by a bank holiday (other than potentially Easter Monday on some years)
- Invoices for authorisation tend to be sent out by most suppliers at the end of each month so are less likely to be held up until the following month

2. Committee meetings

It is proposed that committee meetings be moved to the first Monday of the month.

- Agenda items for committees are less likely to be time critical
- Recommendations to full council from committees will be referred to council within two weeks of the committee meeting. Currently, where full council is delayed due to a bank holiday, it can be three or four weeks between a committee meeting and the following full council meeting; more if the committee is every other month.

3. Recreation Ground Trust meetings

Whilst meetings of the Recreation Ground Trust are meetings for all town councillors to attend, holding Trust meetings on the same evening as Town Council meetings does make for a very long evening. It is suggested that the two be separated and that Rec Trust meetings take place every other month on the first Monday of the month at which only the planning and environment committee meets.

4. Recreation Ground Management Group meetings

These meetings seem to be poorly attended and content should reflect day to day management of the recreation ground rather than discussions on policy or strategic items. It is proposed that these be scheduled on an ad hoc basis at a time to suit the group but with the aim of meeting at least every other month.

clerk@kingtontowncouncil.gov.uk

From: LCWIP <LCWIP@herefordshire.gov.uk>
Sent: 02 August 2024 07:56
To: clerk@kingtontowncouncil.gov.uk
Subject: RE: Local Cycling and Walking Infrastructure Plan (LCWIP) Engagement with Town and City Councils

Dear Liz,

Many thanks for your email re the LCWIP engagement. Please find responses to your questions in red below.

Kind regards,

The LCWIP team

From: clerk@kingtontowncouncil.gov.uk <clerk@kingtontowncouncil.gov.uk>
Sent: 29 July 2024 14:57
To: LCWIP <LCWIP@herefordshire.gov.uk>
Subject: RE: Local Cycling and Walking Infrastructure Plan (LCWIP) Engagement with Town and City Councils

Thank you for your email (received twice!). I am a little confused and would appreciate some guidance:

- You refer to the consultation as being solely for parish councillors. Do you mean you are not requesting feedback from *parish councils as a corporate body*? A parish or town council is a separate legal body/local authority and quite distinct from the councillors who serve on that council. If you are seeking individual responses, those responses cannot be considered a response from "the town/parish council". Clarification would be appreciated.
 This email has been sent to all parish clerks, therefore, it is up to the parish council to decide how they wish to respond. However, it would be most helpful to us to receive one response on behalf of the Town Council. There will be opportunity for all local residents to provide feedback on the proposals later in the year, when we undertake public consultation on the draft plan.
- Is there a deadline for submission of responses? I note that you are holding a Teams briefing on 16th September. Notwithstanding that Kington Town Council has a meeting scheduled for that date/time so councillors would not be in a position to attend, not all councillors are able to access briefings/meetings via Teams.
 There is no need to wait for the briefing to respond. We have extended our engagement through summer to mid-September to allow for organisations to feedback to us after school summer holidays etc. For you we should be able to extend the deadline further to end of September if that is helpful for some of your members. The Teams session will be recorded and a link will be sent to you following the session so you can watch this at a later date to suit you. If you have any questions once you have watched the session back, please send them to LCWIP@herefordshire.gov.uk
- Is there a limit to the number of individuals who can attend your Teams briefing? Kington has 15 councillors and two staff members. Should all attend (again, notwithstanding that we have a meeting that date/time)?
 There is no limit, however, we advise that up to three representatives attend, noting that the session will also be recorded. A link to be able to watch the session back will be emailed to you following the session.
- Will you be providing a paper version of your feedback tool? Not all councillors are computer literate.
 We've provided the online tool as a way of gathering data and comments from a variety of organisations in one place. This means we can focus efforts on tools which most people can use so that we can be cost efficient with tax-payers money at this stage of the process. We believe that within organisations like parish councils there is the time and expertise for individuals wanting to comment to collaborate together and provide feedback online.

- Kington is very much a walking hub. Can we ask if you have consulted Kington Walks in your work in connection with the LCWIP? If not, why not? Are you consulting with Kington Walks as part of your consultation? Do your “key walking routes in Kington” reflect the established walking routes and around Kington of which there are many?

At present, we are targeting engagement exercises to strengthen and add value to our local cycling walking infrastructure planning, including with you as parish council. Kington Walks would be consulted through usual channels as part of future public consultation – usually that would include consultation on projects once funding has been secured to help inform the design of projects being delivered on the ground.

For now, we are aligning our plans for future walking and cycling infrastructure with the government’s Cycling and Walking Investment Strategy (CWIS). This means that we are following government guidance on planning local cycling and walking infrastructure where it would substantially contribute to government goals of making walking and cycling the natural choices for shorter journeys, changes to tackle congestion, and to reduce road danger. In practice this means our LCWIP, like many other local authorities including in rural areas, focuses not on recreational walking on footpaths et al, but more on utility trips such as commuting, going to school, personal business, shopping, visiting friends etc.

The council already has a Rights of Way Improvement Plan for our network of footpaths, byways and other ‘off-road’ routes, which Kington Walks should already be familiar with through other colleagues in the council.

- Your link to the online feedback tool takes you to a single page that it is not possible to progress from. Was that intended?

Progress can be made by completing the questions in the tool

- When or how can we view your proposals for our town and immediate area?
Within the online tool you are able to zoom in and out using the +/- buttons in the top left corner which will then allow you to view and zoom in to any area of the county. The proposed routes should appear as you zoom in.
- I note the deadline for submission of any questions but without sight of the proposals, it is difficult to identify potential questions.
Hopefully the above responses provide you with the necessary information to be able to use the online mapping tool, however, if you are still having issues please let us know. We will also provide a live demo on how to use the tool during the Teams sessions. You will be able to watch this back after the session as we will be emailing everyone a link to the video. The deadline for feedback as noted above is the 30th September 2024 , therefore, there will be time to submit questions or provide feedback before the closing date.

Regards

Liz Kelso

Clerk, Kington Town Council
The Old Police Station, Market Hall Street
Kington, Herefordshire HR5 3DP
Tel: 01544 239098
Mobile: 07483914485

Please note that the Clerk works part time so may not respond immediately.
This email is for the intended recipient only. Any copying, forwarding or sharing can only take place with the express permission of the author. If you have received this email in error, please delete it and inform the author. Any emails sent to this address are deemed to be in the public domain.

From: LCWIP <LCWIP@herefordshire.gov.uk>

Sent: Monday, July 29, 2024 2:03 PM

Subject: Local Cycling and Walking Infrastructure Plan (LCWIP) Engagement with Town and City Councils

Dear Councillor,

PJA, on behalf of Herefordshire Council, is developing a [Local Cycling and Walking Infrastructure Plan \(LCWIP\) for the county](#). We are now at a stage in the process of developing the LCWIP where we would like your input to shape the next stages of the plan.

In 2017, the Government introduced its first Cycling and Walking Investment Strategy, encouraging local authorities to develop LCWIPs. These plans represent a strategic approach to identifying necessary cycling and walking improvements at the local level, supporting the government's goal to make cycling and walking the natural choice for shorter journeys or as part of longer trips.

Herefordshire Council has made significant progress on the LCWIP over the last couple of months, including; establishing a core narrative for a case for change and analysing current and potential future travel trends, including commuting, leisure and everyday trips.

This quantitative analysis has informed the development of a series of cycling routes across the county. Additionally, key walking routes in Kington, Ross-on-Wye, Bromyard, Ledbury and Leominster have been established. Given Hereford City's strategic importance, a bespoke walking and cycling network has also been developed for the city.

We are now at a stage where we would like to engage with town and city councillors to present our proposed routes and gather your feedback. To facilitate this, we have developed a number of ways you can provide feedback:

- We have developed **an online tool** where you can share your thoughts on the proposed routes, including what you like, dislike, and any routes you believe are missing from our analysis. This feedback tool can be found here: <https://experience.arcgis.com/experience/2d89645dc28a4ab6b211408df02967e7/page/Rural-routes/> (Please note this tool is exclusively available for town and city councillors only and should not be shared with anyone other than the intended recipient of this email)
- We propose holding **a one-hour Teams meeting on Monday 16th September 2024 at 6-7pm** whereby we will provide you with an overview of the LCWIP and the work completed to date, as well provide a live demonstration of how to use the online engagement tool. You will receive the Teams invite shortly.

The Teams session will be recorded and made available on the councils YouTube channel so anyone who cannot attend or would like to watch it back can do so. We kindly ask that if you plan to attend this session, and you have any questions, that you submit these in advance, to the email address outlined below, by Friday 6th September 2024.

- If you are unable to use the online engagement tool, you can also provide your feedback **via email** through our dedicated email address LCWIP@herefordshire.gov.uk which is checked daily.

If you would like more information on the LCWIP, including a list of frequently asked questions, please visit our website: <https://www.herefordshire.gov.uk/LCWIP>

Many thanks,
The LCWIP Team

KINGTON TOWN COUNCIL

Meeting to be held on Monday 9th September 2024

Agenda item 17 – Supplementary Information

Herefordshire Destination Management plan

Background

A Destination Management Plan is a shared statement of intent to manage a destination over a stated period of time. It articulates the roles of different stakeholders, identifies clear actions that they will take and the apportionment of resources.

A Destination Management Plan includes:

- communicating the value of a destination.
- Developing infrastructure to attract and accommodate tourists.
- Implementing smart visitor dispersal strategies.
- Custom-tailored tourism destination marketing.
- Encouraging responsible travel

Herefordshire Destination Management Plan

Herefordshire BID are developing a Destination Management Plan for Herefordshire and have invited the market towns to attend an online meeting on 11th September to take this forward. In particular, they have asked the market towns to comment on

“where your market towns set themselves in ten years time from a tourism perspective and the tasks that need to be undertaken to realise this vision, including any particular gaps that need to be tackled. We would also love to know the one big thing you would like to see the Destination management Plan achieve”.

The purpose of this agenda item is:

- a) to consider whether to authorise a representative to attend this meeting, and
- b) To identify appropriate responses to the question above.