



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

Kington Town Council

to be held on **Monday 17th February 2025 at 6.00pm**

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

Agenda

1. Apologies, Declarations of Interest and Requests for Dispensation
2. Minutes:
 - a) To agree the minutes of the meeting held on [20th January 2025](#)
 - b) To agree the minutes of the meeting held on 12th February 2025
3. Public participation:
 - a) Police matters: To receive the police report
 - b) To receive the Ward Councillors Report
 - c) To receive matters raised by members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To approve payments, as per payment schedule
 - b) To consider revised quotation for cyber insurance for 2025/6
7. To note and agree VE Day celebration proposals and agree any further action
8. To note and consider proposal to host Armed Forces Day in 2026 and agree further action
9. To note changes to MidBorder News and confirm continuation of quarterly report on Town Council activities
10. To consider and approve draft biodiversity policy
11. Economic Development Plan for Kington:
 - a) Update on Herefordshire Council's proposals regarding a feasibility study into Kington's Economic Development Plan
 - b) To appoint and authorise town councillors to represent the town council on a Steering Group to take forward 9(a) above
12. Trees:
 - a) To consider quotations for additional tree safety survey for both the Recreation Ground and Churchyard
 - b) To consider quotations for additional tree work in churchyard
13. To consider recommendation from Finance & General Purposes committee for staffing review for the town council

- 14 Update on Festivals Brochure project and agree any further action
15. To note update on proposal for a banking hub in Kington
16. To agree date and consider format for Annual Town Meeting 2025
- 17 To consider application for co-option to the Town Council
18. To note reports from Committees:
 - a) Planning & Environment Committee held on [10th February](#)
- 19 Information only item: Reports from councillors
20. 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
12.2.2025

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 or any other virus or infectious disease.

KINGTON TOWN COUNCIL

Meeting held on Monday 17th February 2025

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 Vacancies

Following the opportunity for members of the public to request an election to fill the vacancy created by the resignation of Alan Dixon, Herefordshire Council has confirmed that there has been no valid request for an election so the town council can co-opt to fill the vacancy. This now means that there are three spaces that can be filled by co-option and there remains one which for which the public can request an election.

2. Meeting with Herefordshire Council Leader and CEO

Members are reminded that this informal meeting will take place on Wednesday 26th February at 6.00pm in the Old Police Station, Market Hall Street. Questions as notified to the clerk have been passed to Herefordshire Council.

3. Defibrillator for the Masonic Hall

Installation of the the additional defibrillator at the Masonic Hall is in progress but not yet installed.

4. Kington Royal British Legion Branch

Eardisley and Hereford area of the Royal British Legion are hoping to bring back the Kington Branch of the Royal British Legion. And have set up a public meeting at the Burton Hotel on 9th April at 7.30pm to help revive the branch. The Town Council has been asked to help promote the meeting and councillors are encouraged to attend.

5. Community Grant Scheme

The second round of the town council's community grant scheme has now opened for applications by the voluntary and community sector working in Kington. An application form and guidance notes are available on the website and there is a notice on notice boards inviting applications with a view to payments being made at the March meeting. Members are asked to promote this amongst their contacts.

6. Volunteer Register and Fair

Members may recall suggesting that a volunteer fair be held in Kington either as part of the Annual Town Meeting or separately following the success of the annual town meeting last year. The Talk Community Hub at the Lion Café held a meeting recently (which unfortunately no one from the Town Council was available to attend) outlining their proposals for a volunteer register, working with HVOSS, and a volunteer fair. It is hoped that more information will be available for the Finance & General Purposes Committee meeting next month.

7. Lych Gate Repairs

Members will recall that a Faculty was required before requested repairs to the Lych Gate at St. Mary's Church can be carried out. The Faculty has now been granted so repairs can proceed. A quotation was accepted at an earlier meeting and authority granted to the Clerk to authorise repairs up to the budget price so no further action on the part of Councillors is required unless there has been a significant change in the price quoted.

KINGTON TOWN COUNCIL
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Cyber Insurance Proposal

At the meeting held on 20th January, a resolution was agreed to accept a quotation for Cyber Insurance following a risk assessment carried out by insurance brokers James Hallam Ltd. The Finance and General Purposes Committee recommended that the police be accepted but that further consideration of the risk to the Town Council from a cyber attack should be considered in more detail during the forthcoming year to better inform a decision next year. The quotation accepted was for £410.56, inclusive of fees and taxes.

On follow up after the meeting it was found that the quotation had expired and insurers of this risk have amended their quotation with the cost now quoted at **£564.00** inclusive of insurance premium tax and all fees. The sum insured remains at £500,000.00.

You are being asked to formally rescind the resolution to accept the previous quotation of £410.56 on the grounds that there has been a significant increase in premium and to consider whether to accept the revised quotation.

The premium paid of £410.56 has been refunded in full.

KINGTON TOWN COUNCIL
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Agenda item 7 – VE Day celebration proposal

The attached letter proposes several activities to celebrate VE Day which is 8th May this year and represents the 80th anniversary of the end of World War II in Europe. You are being asked if Kington Town Council wishes to support these proposals and what form that support should take.

5 Sutton Walls Grove
Kington. HR5 3GH
01544 239357.
philip.sell@yahoo.com

24/01/25

Dear

Re: VE DAY Celebrations

First of all, please forgive this open letter to you. I wanted to get things moving as soon as possible, and to have the flexibility to send this to a wide audience, hence its open nature.

VE Day looks back to 8 May, 1945, when Nazi Germany officially surrendered and World War II came to an end in Europe. The war continued in the Pacific, but the victory in Europe meant that the eventual total victory of the Allies was virtually inevitable at that point.

The defeat of Germany in 1945 resulted in a massive celebration. Crowds poured into Trafalgar Square in London and streamed up to Buckingham Palace, where they saw Winston Churchill and their king and queen standing out on the balcony. The world had been saved. Britain had survived and triumphed against incredible odds. All was joy and a sense of relief in the knowledge that peace had finally come.

Later, parades, wreath-laying ceremonies, street parties, a thanksgiving service and concert in London, and brightly lit beacons spread throughout the country came to characterise VE Day. The whole modern world is largely a product of the outcome of World War II, and the UK still remembers that every eighth of May.

There are a number of things planned to mark the 80th Anniversary of VE Day at national and more locally, as set out below:

Planned national Events:

- 9.00am Raising of VE Day Flags
- 11.00am Broadcast service of Remembrance
- 6.30pm Ringing of Church Bells
- 9.00 VE DAY 80 Proclamation.
- 9.30 Singing of I Vow to thee my country
- 9:30pm Lighting of Beacons and Lamp Lights of Peace

In Hereford. All of the above plus ,at 3.00pm a Civic Service in the Cathedral

What might we do in Kington?? I have a few ideas, which may or may not be possible:

Local events to consider:

- Competition for best dressed shop window (1940's theme)
- Ludlow concert Band perform in Plas d' Marine.
- Tables and bunting in market hall
- Take away fish and chip suppers eaten in Market Hall
- Dancing in street/at Burton courtyard/Plas d' Marine.
- Primary school – art exhibition/assembly/tea party?
- Secondary School. Brief service at war memorial/ poetry competition?
- Members of the public sharing their memories of VE Day
- Bunting in street
- The Old Picture House puts on a 1940's based film
- Church service/ and /or alongside the other events- esp. the Beacon.
- Museum open for the afternoon/evening.
- Bring out some of the exhibits into the open.
- Something at the memorial?
- Raise VE Flag 9am.
- Community Choir event

These are only suggestions, and I am sure you will have more.

To explore the possibilities, I would like to invite you to come to the Parish Hall (next to St Mary's Vicarage) on Thursday 13th February from 4:30/ 5.30pm. If you are unable to attend, please try to send a nominated representative for your organisation. We can then try to work out a suitable programme of events to mark this important anniversary.

Please do get in touch to let me know you or a representative is coming, then I will make sure there are enough refreshments to go around.

With thanks and kind regards,

Philip. J. G. Sell

Mayor of Kington.

KINGTON TOWN COUNCIL
Meeting held on Monday 17th February 2025
Agenda item 8 – Armed Forces Day 2026

Armed Forces Day takes place at the end of June when the county holds a day where the Lord Lieutenant reviews the cadets and veterans and other events are arranged supporting this. Traditionally this was always held in Hereford but in recent years other market towns have hosted the event. In Kington there was some discussion on this topic some years ago but following Covid, nothing further has been discussed until now when it has been suggested that Kington hosts this event next year in 2026.

This year Armed Forces Day is being hosted by Bromyard. There will be a flag raising event followed by a parade through the town (Saturday 29th June) to the Town Green followed by activities, entertainment and food on the Town Green with a display of military vehicles in the Market Square. Throughout the week leading up to this event, Bromyard retailers, shops and others will decorate their shop windows, there will be screenings of films etc. and other activities.

Leominster hosted this event in 2018 when, similarly there was a week of Armed Forces related activities throughout the town which were co-ordinated by the Leominster Events and Town Centre Manager from the Town Council.

A provisional meeting is to be arranged between the Mayor, Clerk, Cllr. Roger Phillips and a representative of the Lord Lieutenant and will be reported at the next full council meeting. In the meantime, members are asked to consider what might be possible in Kington next year.

KINGTON TOWN COUNCIL
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Agenda item 9 – MidBorder News

For some years MidBorder News has been ably produced by Annie Vickerstaff and Kington Town Council has included a two page item in each quarterly edition which outlines the work of the town council over the previous quarter. The Editorship of this publication is to change and the purpose of this agenda item is to consider whether to continue to support this publication through a regular quarterly item for the forthcoming year. The publication is available both electronically and in paper format through local businesses etc.

Currently we pay £300 per edition for the MidBorder News item. Whilst the cost is not likely to change in the immediate future, the new editor is suggesting a annual charge of £1,000, representing a small reduction (£200) in cost for an annual upfront fee.

Kington Town Council

Bio-diversity Policy

Background

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

The Bio -Diversity policy forms part of a wider environmental and sustainability policy that the council will adopt in pursuit of its declaration of a Climate and Ecological Emergency in March 2019.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet. Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

Land owned or supported by Kington Town Council

- As Trustee through Kington Recreation Ground Trust
 - Kington Recreation Ground

- Crooked Well (once transfer is complete).
- St. Mary's churchyard

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity within land owned or supported by Kington Town Council

Kington Town Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

It will aim to improve the biodiversity of the area in the following ways:

- Ask the Planning Authority to consider the potential impact on biodiversity represented by relevant planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

Actions

The Council will:

- wherever possible, consider the conservation and promotion of local biodiversity in all its activities, but particularly with regard to land management. The Council will seek to manage green spaces in a manner that promotes and protects biodiversity, wildlife corridors and trees.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- ensure any use of pesticides is done in an environmentally responsible manner and to identify and promote environmentally friendly alternatives, including, where appropriate, schemes to allow vegetation on path edges to grow wild.
- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

H. promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

This policy will be reviewed each year together with a summary of how the policy has been implemented in the previous twelve months.

KINGTON TOWN COUNCIL
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Agenda item 12 – Trees

As Trustee of Kington Recreation Ground Trust and having responsibilities for the maintenance of St. Mary's Churchyard, the Town Council has a responsibility for trees in both locations, in terms of the management of the trees generally and of course for the safety of members of the public in both locations.

Agenda item 12(a)

This agenda item recognises that climate change and in particular recent storms have had an impact on trees in both the Recreation Ground and Churchyard with both locations having suffered tree damage from the storms. A regular tree safety survey has been carried out for many years but recent events suggest the next survey which would not be due for another couple of years should be carried out now. Quotations from qualified arborists will be presented to the meeting.

Agenda item (b)

A large Cypress branch has come down in the Churchyard but is sufficiently large to require a qualified tree surgeon to cut up and dispose of. This agenda item is to consider quotes to undertake this work.

Quote A:	£525.00
Quote B:	£550.00

VAT is payable in both cases.

A faculty is not required for this work.

KINGTON TOWN COUNCIL
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Agenda item 13 – Staffing Review Proposal

The Finance, Personnel and General Purposes Committee is recommending to full council that a staffing review takes place to review staffing levels for both the Town Council and Recreation Ground Trust, in part in recognition of the potential retirement of the current Town Clerk in the near future.

The Committee has undertaken an exercise to look at independent suppliers of staff review services and from three quotations is recommending that Local Council Consultancy be engaged to perform this service at a quoted cost of £1,340.00. For comparison, alternative suppliers quoted £4,250.00 and £7,128 for this service.

Local Council Consultancy are affiliated to the Society of Local Council Clerks so are experienced in Local Government administration, law and practice.

clerk@kingtontowncouncil.gov.uk

From: Tim Allen Kington PO <timboallen@hotmail.co.uk>
Sent: 12 February 2025 12:22
To: clerk@kingtontowncouncil.gov.uk; cllr.p.sell@kingtontowncouncil.gov.uk;
cllr.r.banks@kingtontowncouncil.gov.uk; Emma Hancocks; Chris Coates
Subject: Fw: Access to Cash Appeal - Banking Hub
Attachments: Kington.pdf

Hi all,

Our appeal has failed.

They were, and remain, deaf to the arguments we made. Really annoying after all the effort.

On at least one level I get it, but it badly lets down the public who use Kington and, for that matter, Marches towns with population numbers and demographics like Kington.

Thanks for the support you all provided.

Tim

*Tim Allen - Postmaster
Kington Post Office
63 Bridge St
Kington
HR5 3DJ*

07776 247247

From: Access to Cash <accesstocash@link.co.uk>
Sent: 12 February 2025 10:10
To: timboallen@hotmail.co.uk <timboallen@hotmail.co.uk>
Subject: Access to Cash Appeal

Dear Tim

Thanks for getting in touch to ask us to review our original cash access assessment decision about cash services in Kington.

We're sharing with you what we found in the Cash Access Assessment Outcome attached. This tells you how we did the assessment and what we have decided, and it is important that you read this carefully.

Summary

- We did not find any gap in the cash access services available in the local area that cause a significant impact for the community.

- We are not recommending any new services in the local area. We recognise that this may be frustrating, but please be assured that we have followed a detailed regulated process to understand the cash access needs in the community.

If you are unsure about how to deposit or withdraw cash locally, please use our Cash Locator tool to see what options there are.

Yours sincerely,

Link Scheme Ltd

LINK Group

You have been sent this email by the LINK Group. The LINK Group consists of:

- Link Scheme Holdings Ltd ("**LSHL**"), a company registered in England with company number 10535808 whose registered office is at RSM Central Square, 5th Floor, 29 Wellington Street, Leeds, West Yorkshire, United Kingdom, LS1 4DL; and
- Link Scheme Ltd ("**LSL**"), a company registered in England with company number 08774124 whose registered office is at RSM Central Square, 5th Floor, 29 Wellington Street, Leeds, West Yorkshire, United Kingdom, LS1 4DL. LSL is the operating subsidiary of LSHL.

Any views expressed by an individual in this email do not necessarily reflect the views of the LINK Group. This message and any attachments have been scanned for viruses prior to leaving the LINK Group network; however, the LINK Group does not guarantee the security of this message and will not be responsible for any damages arising as a result of any virus being passed on or arising from any alteration of this message by a third party. Emails sent to and from the LINK Group are monitored. For details of how we may process your personal information please see our Privacy Policy: <https://www.link.co.uk/privacy-and-legal/>



Cash Access Re-assessment: No change in Outcome

On 12/02/2025 LINK completed a re-assessment of cash access in Kington.

We received requests for a review of the outcome of our original cash access assessment decision published on 11/12/2024.

How we do the re-assessment

We follow the same three-step process as we did in our original assessment. This ensures consistency and fairness. As a reminder the three steps are:

Step 1: We check the cash access facilities within a 3-mile radius of the local area and identify the services available. The local area is Kington.

Step 2: We assess the potential impact of any actual or proposed closure and any gaps we've found, taking account of the following factors:

- If any closure is permanent or temporary.
- How many personal current account holders will be affected.
- How businesses will be affected in terms of accepting cash and being able to deposit or withdraw notes and coins.
- The impact on vulnerable account holders, if there are accessibility issues and if we need to consider services like assisted cash access, where help and support can be provided.
- If the remaining cash services can meet the local area's needs after a closure.
- How far the nearest suitable cash services beyond the 3-mile radius are.
- The travel time and cost to reach the next available cash service and if this is reasonable.
- If there are any seasonal or other demand fluctuations for cash services in the local area.

Step 3: Using the outputs from Step 2 we identify any extra cash access services needed to address the gaps and we recommend what's reasonable to put in place to lessen the impact on people and businesses.

Other things we do

We re-check:

- Where the people and businesses most affected by any gap are located.
- What cash access services are still available within a 3-mile radius of where at least 95% of the area's residents live.

Cash Access Assessment Outcome



Link Scheme Holdings Ltd

- The accuracy of the information we used in our original assessment to make sure we have not made any mistakes.

We also take account of any new information provided when we received the re-assessment request, as well as any other additional information that we've been able to find that might affect our original decision.

Outcome of this re-assessment

Based on this re-assessment we are not changing our original decision.

This is because our re-assessment continues to show that there are already cash access services and facilities within a 3-mile radius which are suitable for the needs of the local area, or a deficiency does not cause a significant impact on the local area.

You can access our original decision here [kington-11122024.pdf](#)

Below you will find some additional information on the reasons why we are not changing our original decision based on the appeals we have received.

Information on the reasons why we are not changing our original decision:

Reason for appeal	What we found	Appeal Outcome
Incorrect bank information	LINK was aware that the Lloyds in Presteigne was due to be closed. LINK has not been made aware of a closure of the HSBC branch. LINK is aware of the travel time to the Nationwide and this was stated in the original report.	Appeal is rejected - LINK is satisfied that its assessment considered the correct 3 closest banks.
Population data	Population data is based on adults within the retail centre, this data is obtained by CACI. LINK has also checked the latest 2021 census information. LINK has assessed Kington as a rural location looking at a 3-mile radius based on our published criteria.	Appeal is rejected – LINK is satisfied, it has accounted for the correct population.
Inconsistent application of LINK criteria.	LINK assess each location using the same published criteria.	Appeal is rejected – LINK is satisfied it has applied the criteria correctly.

Cash Access Assessment Outcome



Link Scheme Holdings Ltd

We know how important it is for people to be able to deposit and withdraw cash. We want to make sure everyone can access and manage their money easily and you can use our [Cash Locator](#) tool to find out more about the cash access services near to you.

This concludes our re-assessment process.

Thank you for engaging with us as we continue working to deliver improved outcomes.

KINGTON TOWN COUNCIL

Meeting held on Monday 17th February 2025

Agenda item 16 – Annual Town Meeting proposals

The Annual Town Meeting is not a meeting of the town council but a meeting of the electors of the town which must be held in accordance with the provisions of the Local Government Act 1972 between 1st March and 1st June each year. At least one town meeting must be held each year and it is usual for this to be convened by the Town Council with the Chair/Mayor presiding. Traditionally in Kington this has been used as an opportunity for those voluntary and community organisations working in the town to present a report to residents and for the Town Council to present the annual Civic Awards.

The purpose of this agenda item is to agree a date and format for this event for 2025

Minutes of the Planning & Environment Committee Meeting

held on Monday 10th February 2025
at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. M. Woolford - Chair
Cllr. E. Banks
Cllr. N. Cornish
Cllr. M. Fitton
Cllr. P. Sell
Cllr. R. Widdowson

IN ATTENDANCE

Liz Kelso – Town Clerk

Minute	Agenda item	
P&E 06/25	1	Apologies, Declarations of Interest and Requests for Dispensation There were no apologies, declarations of interest or requests for dispensation.
P&E 07/25	2	Minutes of the previous meetings Minutes of the meeting held on 13 th January 2025 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting
P&E 08/25	3	Planning & Licensing Matters
	a)	Applications now due for consideration
		Ref: 250154 Site: The Garth Residential Care Home, The Square, Kington Dev: Proposed works to tree in conservation area
		Members considered this application and were concerned at the potential loss of this iconic tree in Kington, preferring pruning or management rather than the loss of the tree. It was suggested that a second safety survey should be sought before the tree is felled.
		Ref: 242359 Site: Land at 1 Waterloo Road, Kington Dev: Siting of a mobile food vending van and associated landscaping – amended Plans
		Members considered this application and felt the issues raised in the original objection to these proposals had not been addressed. In particular, there remained no provision for toilet facilities and the site was considered too close to the roundabout presenting a

hazard for road users. There was also no provision for HGVs that might wish to access the site.

Ref: 250143

Site: 18 Crooked Well, Kington

Dev: Proposed replacement of two first floor casement windows

Members had no objections to the proposed development.

b) Planning decisions by Herefordshire Council since the last meeting

None noted.

c) Planning enforcement activity since the last meeting

Members noted that the milk vending facility on Headbrook has closed due to "planning concerns".

P&E 05/25

5 Date and time of next meeting and items for the agenda.

The next scheduled meeting of the planning & environment committee will take place on Monday 3rd March at 6.00pm in the Old Police Station, Market Hall Street. There were no additional items raised for the agenda.

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