



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

## **Kington Town Council**

to be held on **Monday 14<sup>th</sup> April 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:  
To agree the minutes of the meeting held on [17<sup>th</sup> March 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 note preliminary/unaudited financial results for 2024-5 and note timetable for audit for the year
  - c) To consider amendments to earmarked reserves at year end 31.3.2025
  - d) To agree expenditure from grant for Kington Recreation Ground:
    - o support for salaries for Kington Recreation Ground Trust of £15,000
    - o tree felling work at a maximum cost of £2,500.00
7. To note update on VE Day celebration proposals and agree any further action
8. Update on proposal to host Armed Forces Day in 2026
9. Economic Development Plan for Kington:  
Update on work of the consultants engaged by Herefordshire Council
10. To consider civility and respect pledge
11. To consider Herefordshire Council [flood equipment scheme](#) and consider whether to submit an expression of interest to join the scheme
12. To consider ways to engage with the primary and secondary schools in Kington through their school council
13. To note reports from Committees:
  - a) Planning & Environment Committee held on 7<sup>th</sup> April 2025
  - b) Finance, Personnel & General Purposes Committee held on [31.3.2025](#)
14. Information only item: Reports from councillors
15. Items for the next agenda and date and time of next meeting

16. To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
17. To agree civic awards for 2024/5

Issued by:  
Liz Kelso, Clerk, Kington Town Council  
Tel: 01544 239098 or mobile: 07483914485  
Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)  
9.4.2025

***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 14<sup>th</sup> April 2025**  
**Agenda item 5: Clerk's Report**

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

**1. Councillor Vacancies**

Councillors are reminded that we still have several vacancies that can now be filled by co-option. Please ask anyone who might be interested in serving their community to contact the Town Clerk for information on what the role entails.

**2. Community Infrastructure Fund**

The claim for funding via the Community Infrastructure Fund has been received £8,977.

**3. Pavement damage**

Emergency work in the High Street by Welsh Water on Sunday 2<sup>nd</sup> March was "repaired" by WW with tarmac rather than the replacement of the paving tiles which were originally installed under the Market Towns Funding Initiative two years ago. A formal complaint has been filed with Herefordshire Council/Balfour Beatty who have expressed similar dissatisfaction with the end result. HC/BBLP are to follow this up but given the lack of response in recent months, it will be followed up by the Clerk too.

**4. Annual Town Meeting**

As agreed at the last meeting, the Annual Town Meeting will take place on Wednesday 21<sup>st</sup> May at 7.00pm at the Burton Hotel. Members are reminded that items for the agenda for this meeting (which is a meeting of residents, not a meeting of the town council), need to be notified to the Clerk no later than ten days before the meeting. As agreed, voluntary groups working in and for Kington residents have been invited to attend to present a report on their work to the Town.





**Kington Town Council**

**Summary Receipts and Payments for Year Ended 31st March 2025**

Last Year Ended 31st March 2024		Current Year Ended 31st March
	<b>Operating Income</b>	
120,125.22	General Income	137,861.53
8,269.81	VAT Data	6,964.78
<b>128,395.03</b>	Total Receipts	<b>144,826.31</b>
	<b>Running Costs</b>	
76,657.98	Administration	80,229.60
18,532.21	Recreation Ground	25,175.62
7,185.00	Churchyard	5,973.00
19,235.49	Projects	18,340.36
6,964.78	VAT Data	8,776.35
<b>128,575.46</b>	Total Payments	<b>138,494.93</b>
	<b>Receipts and Payments Summary</b>	
<b>183,126.01</b>	<b>Opening Balance</b>	<b>182,945.58</b>
128,395.03	Add Total Receipts(As Above)	144,826.31
311,521.04		327,771.89
128,575.46	Less Total Payments(As Above)	138,494.93
<b>182,945.58</b>	<b>Closing Balance</b>	<b>189,276.96</b>
	<b>These cumulative funds are represented by:</b>	
114,819.87	Current Bank A/c	119,400.72
2,082.73	Unity Trust 5108	2,046.73
66,042.98	Unity Trust 4143	67,829.51
<b>182,945.58</b>		<b>189,276.96</b>
	<b>Reserve Balances are represented by:</b>	
-180.43	Current Year Fund	6,331.38
84,126.01	General Reserves	83,945.58
78,000.00	EMR Recreation Ground	78,000.00
1,000.00	EMR Projects - War Memorial	1,000.00
15,000.00	EMR Projects - Christmas Light	15,000.00
5,000.00	EMR Projects - Churchyard	5,000.00
<b>182,945.58</b>		<b>189,276.96</b>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 14<sup>th</sup> April 2025**  
**Agenda item 6 (c): Earmarked Reserves**

This agenda item is to consider whether any amendments should be made to the current level of earmarked reserves held within the Town Council accounts.

You will see from the provisional receipts and payments account for the year ended 31.3.2025 shows reserves carried forward of £189,276.96 of which £99,000 is currently held as earmarked reserves and the remaining £90,276 in the general reserves account.

Before finalising the accounts we do need to give some consideration to the earmarked reserves balances and confirm either that they should remain as they are or should be changed.

The current recommendation from the Smaller Authorities Proper Practices Panel (formerly known as the Joint Panel on Accountability and Governance) is that a town/parish council should hold something in the region of 3 – 12 months of next year's budgeted expenditure in general reserves. Agreed budgeted expenditure for 2025-6 is £234,900 so our general reserve will represent some 38.5% of predicted expenditure or roughly equivalent to 5 months expenditure which is well within the appropriate levels for audit purposes. The agreed town council reserves policy suggests 40% of predicted expenditure should be held in general reserve so the current level is also in compliance with that policy. Auditors will expect earmarked reserves to be justified provided there is a reasonable explanation for holding them and in our case the majority of expenditure is proposed for the recreation ground so, given the expected expenditure on the cottage and Crooked Well the figure is also justifiable.

**Recommendation:** That current levels of earmarked reserves are confirmed as appropriate for the current year.

**From:** TalkCommunityEnquiries <TalkCommunityEnquiries@herefordshire.gov.uk>  
**Sent:** 03 April 2025 15:00  
**To:** TalkCommunityEnquiries  
**Subject:** Community Flood Equipment Scheme Pilot - launch

OFFICIAL

Dear Flood Groups and Parish Councils,

Herefordshire Council is piloting a new scheme which provides communities at known risk of flooding with flood resilience equipment to help minimise the disruption from flooding.

As the scheme is targeted at communities, it is expected that any equipment will be stored in a central location – accessible by multiple members of the community.

Please read the **eligibility criteria** at [Flood management – Herefordshire Council](#)

Equipment that would support the community's resilience (and support delivery of a Community Flood Action Plan)

- Sandbag alternatives
- Hydro snakes
- Other simple equipment e.g. temporary portable flood barriers, shovels, torches, high visibility PPE, resilience stores, etc

Please submit your [expression of interest](#) by **Tuesday 22 April 2025**.

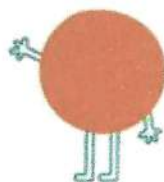
If you have any questions regarding the Community Flood Equipment Scheme Pilot please contact [Floodrisk@herefordshire.gov.uk](mailto:Floodrisk@herefordshire.gov.uk)

Best wishes

Flood Risk Team

**Herefordshire.gov.uk**

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Lorna Williamson

## Flood management

### Community Flood Equipment Scheme Pilot

Herefordshire Council is piloting a new scheme which provides communities at known risk of flooding with flood resilience equipment to help minimise the disruption from flooding.

While residents are responsible for looking after their own property, including reducing the risks of water entering the home causing damage, in response to recent flood events and to support community flood resilience, Herefordshire Council is taking a proactive approach to support communities.

As local communities understand how flooding impacts their area, we would encourage flood groups and parish councils to assess which equipment offered through the scheme would best help reduce the impact of flooding.

As the scheme is targeted at communities, it is expected that any equipment will be stored in a central location - accessible by multiple members of the community. Use of the resources should not be monopolised by individual households.

While utilising equipment to help protect domestic property is justified, shared community assets (such as community halls, key roads through villages) should be prioritised.

#### Equipment

Both the HydroSnake and alternative sandbag arrive flat packed, taking up minimal space and weighing 500g or less. This enables them to be stored until needed in preparation of a flood event.

Before deployment, the products need to be inflated by water. This process takes less than 10 minutes, in which time 13-20 litres of water is absorbed. The products can then be deployed as an effective barrier against flood water.

#### Modern sandbag alternative

#### In this section

1. Flood management in Herefordshire
  2. Flood management schemes
  3. Report highway and land drainage issues
  4. Ditch and drainage responsibilities
  5. Community flood groups
  6. Flood investigations Section 19 reports
  7. Make changes to a watercourse
  8. Community Flood Equipment Scheme Pilot
-



Look similar to traditional sandbags but instead of being filled with sand are filled with an alternative super absorbent material.

- **Dimensions:** 50 cm x 15 cm
- **Weight:** Less than 500g dry/13-25kg wet
- **Use and disposal:** Absorbs 13-20 litres in less than 10 minutes. Can be stacked to form a higher barrier. Can stay in place typically 1.5-3 months. Product is largely biodegradable

Please note the above is indicative and subject to change.

## HydroSnake

Typically five modern sandbag alternatives stitched together to form a longer impermeable barrier.

- **Dimensions:** 25cm (w) x 145cm (l). Flood water protection depth - 5cm
- **Weight:** 500g dry/15-20kg wet
- **Use and disposal:** Absorbs 15-20 litres in 2-3 minutes. Can be stacked to form a higher barrier and can remain in place for up to 3 months. The outer lining should be disposed of as general waste. The contents can also be disposed of as general waste or deposited onto soil without any harmful environmental effects. This is possible as HydroSnakes do not absorb the waste, sewage and toxins which may be present in flood water

## Eligibility criteria

### Essential

- Community flood group or parish council (not individual)
- Capacity to store equipment in a secure central location, accessible by multiple members of the community. For example, a container with a shared access code lock
- Flood groups in receipt of equipment agree to feedback on future council programmes about climate change impacts in the county

### Preferred

The initial equipment supplied will not be replaced or replenished in the future by Herefordshire Council and is a one-off contribution. In the event of the scheme being oversubscribed, the following will be prioritised:

- Communities with Flood Action Plans which demonstrate that they know what to do should flooding be forecast
- Areas that have experienced flooding in the past and/or are recognised as being vulnerable to flood risk

[Information on how to create a Flood Action Plan](#)

## How to apply

Please submit your expression of interest by Tuesday 22 April 2025.

If you have any questions regarding the Community Flood Equipment Scheme Pilot please contact [Floodrisk@herefordshire.gov.uk](mailto:Floodrisk@herefordshire.gov.uk)

[Community Flood Equipment Scheme Pilot privacy notice](#)

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Guidance

# Community flood plan

Updated 15 November 2023

## **Applies to England**

### Publication for Northern Ireland

(<https://www.nidirect.gov.uk/information-and-services/your-neighbourhood-roads-and-streets/flooding-your-area>)

### Publication for Scotland

(<https://www.sepa.org.uk/environment/water/flooding/>)

### Publication for Wales

(<https://naturalresources.wales/flooding?lang=en>)

## Contents

1. Before a flood
2. Community flood plan checklist
3. Immediately before a flood
4. When a flood happens
5. After a flood



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This publication is available at <https://www.gov.uk/government/publications/community-flood-plan-template/community-flood-plan>



Taking simple steps can go a long way to help protect your community from flooding. Preparing in advance will make it easier to respond to and recover from a flood.

Read our [personal flood plan advice](https://www.gov.uk/government/publications/personal-flood-plan) (<https://www.gov.uk/government/publications/personal-flood-plan>) for core steps to take to stay safe in a flood.

## 1. Before a flood

Actions you can take to protect your community include to:

- think how information will be communicated to residents and emergency services during a flood
- describe or map emergency routes and evacuation points
- list contact information and locations of residents who need help and who could provide help
- list volunteers and their contact information
- think about how to scale up your response if a flood gets worse

Make sure you comply with [GDPR regulations](https://www.gov.uk/data-protection) (<https://www.gov.uk/data-protection>) when gathering personal information from people.

Think what a flood would look like in your area, so you know what signs to look out for.

These could include:

- water level trigger points on a bridge or lamppost
- the condition of any local flood defences
- the direction a flood could come from
- the latest [river, sea, groundwater and rainfall levels](https://check-for-flooding.service.gov.uk/river-and-sea-levels) (<https://check-for-flooding.service.gov.uk/river-and-sea-levels>)

Think how to help people in your community. Volunteers could help:

- with communication and administration
- to move furniture and other possessions
- to check on vulnerable neighbours

## 1.1 Test your flood plan

Regularly check if your flood plan will work, and the information is up to date.

You could ask your [local Environment Agency office](https://www.gov.uk/government/organisations/environment-agency/about/access-and-opening) (<https://www.gov.uk/government/organisations/environment-agency/about/access-and-opening>) and council to help you carry out a simulated flooding event.

Think about who you could share your community flood plan with, for example your local council.

## 2. Community flood plan checklist

Some examples of information you could include in your plan are:

- the flood warnings that you are registered for
- local flood triggers, for example if the water reaches the bottom of a bridge
- a list of locations at risk of flooding
- their trigger level and actions to take
- any equipment you might need
- what timescale you might need to do your plan
- emergency contact information
- location and contact details of vulnerable people

Make sure you comply with [GDPR regulations](https://www.gov.uk/data-protection) (<https://www.gov.uk/data-protection>) when gathering personal information from people.

Make a list of important contacts, including:

- building services
- utility suppliers
- volunteers/flood wardens

Make a list of information about people who can help and how. For example, people who can help with:

- installing flood protection products
- moving people to safe locations
- emergency storage
- emergency supplies
- medical support

### 3. Immediately before a flood

The emergency services are responsible for making sure the public are safe and co-ordinating the incident response.

Do not put yourself or others at risk.

### 4. When a flood happens

Follow your flood plan. You can also follow advice in:

- [personal flood plan \(https://www.gov.uk/government/publications/personal-flood-plan\)](https://www.gov.uk/government/publications/personal-flood-plan)
- [what to do before or during a flood \(https://www.gov.uk/help-during-flood\)](https://www.gov.uk/help-during-flood)

### 5. After a flood

Follow your flood plan. You can also follow advice in:

- [personal flood plan \(https://www.gov.uk/government/publications/personal-flood-plan\)](https://www.gov.uk/government/publications/personal-flood-plan)
- [what to do after a flood \(https://www.gov.uk/after-flood\)](https://www.gov.uk/after-flood)