



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

## Kington Town Council

to be held on **Monday 20<sup>th</sup> April 2026 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 [16<sup>th</sup> March 2026](#)
3. Public participation:
  - a) Police matters:
  - 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 receipts, if any, since last meeting
  - c) To consider continuing with the Independent Internal Audit Service for 2026/27 financial year
7. Update on proposal for the asset transfer of Kington Public Toilets from Herefordshire Council to Kington Town Council
8. Update on public realm funding opportunity and agree changes to proposed works in Kington
9. Update on proposals for Armed Forces Day activities and agree programme of activities
10. Update on proposal for CCTV in Kington
11. To note reports from Committees:
  - o [Planning and Environment minutes 13.4.26 docx](#)
  - o To approve the recommendations from the Planning & Environment Committee meeting held on Monday 13<sup>th</sup> April 2026 in relation to
    - a. quotes for planters and floral displays and baskets for 2026-2027.
    - b. quotation for maintenance of floral displays and baskets for 2026-2027.
12. To consider applying for a Drainage Grant 2026/2027 from Herefordshire Council
13. To consider applying for a Traffic Regulation Order
14. To consider linkage with Kington Chamber of Trade
15. To consider a Grant Application submitted late from the SmokeFest Committee
16. Correspondence received
  - a) To consider a response to the Public consultation that has been launched, by John Campion Police and Crime Commissioner for West Mercia
  - b) Cricket Club - Thank you for the Grant
17. Information only item: Reports from councillors
18. Items for the next agenda and date and time of next meeting

19. 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)
20. To consider nominees for The Mayors Award

Issued by:  
Michael Greenfield, Clerk, Kington Town Council  
Tel: 01544 239098 or mobile: 07483914485  
Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)  
15.4.2026

*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

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

Telephone 01544 239098 Mobile: 07483 914 485

email: clerk@kingtontowncouncil.gov.uk

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## Minutes of the Town Council Meeting held on Monday 16<sup>th</sup> March 2026 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

Cllr. P. Seli - Chair  
Cllr. E. Banks  
Cllr. B. Bishop  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. R. Morgan  
Cllr. E. Rolls  
Cllr. R. Widdowson  
Cllr. M. Woolford

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant clerk  
1 member of the press  
12 members of the public

### Agenda

- | Item | Minute |   |
|------|--------|---|
| 1    | 038-26 | <b>To note apologies for absence, declarations of interest and requests for dispensation</b><br>Apologies noted from Cllrs. R. Banks & N. Cornish. Apologies were accepted from Cllr. T. Bounds. Cllr. R. Widdowson declared an interest in agenda item 6(c) as a director of a grant applicant. There were no requests for dispensation. |
| 2    | 039-26 | <b>Minutes</b><br>The Minutes of the meeting held on 16 <sup>th</sup> February 2026, which had been previously circulated, were approved and the Chairman was authorised to sign the minutes as a true record of proceedings at that meeting.   |

**3 040-26 Public Participation**

**a) Police Matters**

There was not representative from West Mercia Police in attendance at the meeting but a brief report was read out by the Clerk indicating that there were no matters to report since the last meeting.

**b) Ward Councillor Report**

Ward Councillor Terry James was unable to attend the meeting and therefore there was no report under this agenda item.

**c) Matters raised by members of the public in attendance**

During the period set aside for members of the public to raise questions or concerns, the following matters were raised:

- Comment regarding the closure of the public right of way passed Rock Cottage updating members on discussions with the footpaths officer and request for a gate to be repaired.
- Concerns were raised regarding a proposal for permitted development at Island Terrace which had not been notified to the town council or local residents. It was agreed that this be referred to the planning and environment committee meeting in April
- Concerns regarding perceived lack of action following complaints about speeding vehicles, dog fouling and damage to street signage. It was explained that these were being addressed through the Planning & Environment Committee and actions were in progress.

**4 041-26 Mayor's Report**

The Mayor's report, as attached, was noted.

**5 042-26 Clerk's Report**

The Clerk's report, as attached, was noted.

**6 043-26 Financial Matters**

**a) Payments**

Payments totalling £4,484.34 (inclusive of VAT where applicable) as attached to these Minutes and including payments agreed under agenda item 6c, were approved.

**b) Receipts since the last meeting**

There were no receipts since the last meeting.

**c) Community Grants**

Cllr. Widdowson, having declared an interest in this agenda item, left the room during discussion on the application from Marches Makers Festival.

Members considered each of the applications as presented, voting each separately as attached to these minutes.

**7 044-26 Committee membership**

It was unanimously resolved that Cllr. Rae Morgan be elected to join the planning and environment committee.

**8 045-26 Proposed asset transfer**

The Clerk reported that a date was still awaited from Herefordshire Council for a meeting with the agreed town council working party to progress this item. Herefordshire Council are preparing a list of proposed renovations to the public toilets which they will bring to the meeting.

**9 046-26 Update on Public Realm Funding opportunity**

Cllr. Woolford reported that changes to the specification for this work have been made to remove the additional parking spaces proposed for Church Street and to replace this work with new signage on the three approaches to the town. The working party will address how the signage is to appear with Herefordshire Council but something similar to the approach to Pembridge was being considered. It is now unlikely that the work will take place until after the new public realm contractor has been appointed by Herefordshire Council in June.

**10 047-26 Funding Opportunities**

Members noted funding opportunities from Herefordshire Council under the lengthsman, drainage and public rights of way schemes for 2026-7 applications for which must be made by early May 2026. The three schemes, previously offered separately, have now been amalgamated in terms of eligibility to apply but applications are to be made separately. The clerk noted that the arrangements for PROW funding, which had been claimed previously through Kington Walks, had changed which would require materials to be purchased through the town council in future with the grant being claimed in reimbursement at the end of the financial year. The practical arrangements for how this takes place will need to be considered.

Going forward Cllr. Woolford suggested that an application under the lengthsman scheme for funding to employ a lengthsman for some work around the town might be an option and he would investigate this further with a view to preparing an application.

**11 048-26 Armed Forces Day proposals**

Members noted that Lady Hawkins School has agreed to events for Armed Forces Day being held on the school field with access to toilet, kitchen and other facilities within the school. Cllr. Sell presented a draft programme of events which was approved together with a draft budget, showing which elements could qualify for grant funding. Noting that some refinement of the budget was required to reflect detailed quotations yet to be received and to reflect that VAT was reclaimable so could not be included in any grant application, the working party can now meet to refine arrangements so that a grant application can be made. It was agreed that the next meeting take place on Monday 23<sup>rd</sup> March at 5.00pm

**12 049-26 Armed Forces Covenant**

It was agreed that the Armed Forces Covenant, as originally entered into in 2021 by the Town Council, be re-signed at the Armed Forces Day event and that the commitments made in 2021 continue to be relevant and applicable for the new document.

**13 050-26 Annual Town Meeting**

It was agreed that the Annual Town Meeting would take place on Thursday 21<sup>st</sup> May 2026 at 7.00pm in the Burton Hotel. As in previous years, the format would include presentation of Civic Awards and presentations by local voluntary sector organisations to highlight the work they have undertaken in Kington during the year. The assistant clerk will make the necessary arrangements.

**14 051-26 Adoption of former BT phone box in Church Street**

After some discussion, it was agreed that the contract for the adoption of the former BT phone box in Church Street be signed on behalf of the Town Council. Some concerns were expressed about the ongoing use of the box, how this would be monitored and how the terms of the contract could be complied with, given that it was suggested that responsibility for the box be passed to another organisation. It was also noted that the box has listed status, requiring planning consent for a change of use. It was agreed that this would be discussed further once the transfer has taken place.

- 15    052-26    **CCTV Proposal**  
Members noted a proposal for the upgrade of CCTV equipment in Kington to be installed under a joint partnership between the Town Council and Kington Chamber of Trade. It was agreed that a decision on this be deferred to the next meeting to allow for proper consideration of all the requirements.
- 16    053-26    **To note reports from committees**  
Members noted the report from the Planning & Environment Committee held on 2<sup>nd</sup> March 2026 and the Finance, Personnel & General Purposes Committee held on 23<sup>rd</sup> February 2026.
- 17    054-26    **Reports from Councillors**  
Cllr. Gardner reported on attendance at the Herefordshire Council youth forum which provided an introduction to the youth strategy for Herefordshire going forward.  
  
Cllr. Banks noted and congratulated Kington Walks on receiving the Kings Award for Voluntary Service which is to be presented at an event at the Burton Hotel in April. Councillors will receive invitations to this event.  
  
Cllr. Morgan noted the poor state of the pavement in Victoria Road.
- 18    056-26    **Date and time of next meeting and items for agenda**  
The next meeting will take place on Monday 20<sup>th</sup> April 2026 at 6pm in the Old Police Station, Market Hall Street, and will be preceded by a meeting of the Recreation Ground Trust. The following items were requested for the agenda for that meeting:
- Relationship with Kington Chamber of Trade
  - Burgage wall survey and preservation
  - Update on the proposal for 20mph limit in the town
- 19    057-26    **Exclusion of the Public**  
It was resolved 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)

**20 058-26 Appointment of Town Clerk**

Clr. Woolford outlined the actions of the working party in the recruitment of the Town Clerk with the guidance of recruitment consultants LCC. After due consideration, it was unanimously resolved to offer the post to Michael Greenfield in accordance with the terms and conditions as outlined in the recommendation by the working party, to include a probation period of 6 months and subject to receipt of acceptable references.

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

## Mayor's Report: March 2026

### Activities since my last report: 16th February

18<sup>th</sup> Feb Walkabout at Crooked Well Meadow

24<sup>th</sup> Armed Forces Day meeting

2<sup>nd</sup> March Armed Forces day meeting

6<sup>th</sup> Shortlisting /planning for Town Clerk Recruitment.

9<sup>th</sup> Meeting with School Business Manager at LHS re AFD arrangements.

13<sup>th</sup> Interviews for Town Clerk position

Attendance at High Sheriff's Dinner/prizegiving.

### I have had many communications with a host of people:

- Mike Wilmott about involvement of Armed Forces Charity Organisation attendance on 27<sup>th</sup> June.
- HT of Primary School over transport issues, road safety and housing.
- The lady who set up a petition for a footpath on Hergest Rd
- Kim/ Judith over catering arrangements for Armed Forces Day
- Finger and forks concerning buffet
- Burton – booking for the large room on 24<sup>th</sup> June for Col Taylor's talk.
- Museum re display.
- Daivd Redmayne re attendance of Ludlow concert band and their requirements for AFD.
- Secondary School staff re arrangements for AFD
- Louise Durber re meeting with Kington Veterans

**Philip J G Sell. Mayor of Kington**

## **KINGTON TOWN COUNCIL**

**Meeting held on Monday 16<sup>th</sup> March 2026**

### **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. Co-options must be an agenda item so it is important that the Clerk is made aware of any proposed co-options prior to a meeting of full council.

#### **2. Parish Summit**

The Clerk attended the Herefordshire Council Parish Summit on Tuesday 3<sup>rd</sup> March 2026 where presentations on the Herefordshire Council budget for 2026-7 and beyond was explained and there was a presentation on changes to Children's Services and progress with the Parish Charter. Slides from the presentations are to be made available and will be forwarded to all Members.

#### **3. Civic Awards**

There is an agenda item later in the meeting to agree and date, time and venue for the Annual Town Meeting. It is usual for that meeting to provide an opportunity for the presentation of Civic Awards. To date there have been no nominations for the current year and posters are to be put up this week to remind members of the public to nominate individuals for a civic award in accordance with the town council policy. Members are reminded to pass this on to their contacts and groups.

**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 17<sup>th</sup> March 2026**  
**Agenda item 6(a): Payment Schedule**

**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 17<sup>th</sup> March 2026**  
**Agenda Item 6(c): Community Grant Scheme**

## Mayor's Report: April 2026

### Activities since the last report 16-03-26

17<sup>th</sup> March: (am): Attended an Armed Forces Covenant Partnership Breakfast (8am start) at The Shell Store, Rotherwas. A very interesting meeting where I was able to link up with various organisations/leaders who are keen to contribute to our AFD in June. I have since had further contact with the coordinator of Military Charities and RAF cadets, etc.

17<sup>th</sup> March (pm): I was invited to meet the Kington Veterans Association at the monthly meeting in OAK. They are keen to participate in the AFD and will be helping to set up and run the Veterans Tent on the day.

18<sup>th</sup> March: Attended the Primary School to speak to their School Council about how the Town Council works and to hear their ideas and plans.

19<sup>th</sup> March: Attended the opening ceremony for the new SEND facilities at the Primary School

I attended the AGM of the Community shop, held at OAK.

23<sup>rd</sup> March : We held another planning meeting for AFD at the Old Police Station. Plans are coming together well

28<sup>th</sup> March: Attended the Declaration of the new High Sheriff at the Cathedral, followed by a reception. I have invited the High Sheriff to visit the town and to attend AFD

30<sup>th</sup> March: The Assistant Clerk and I completed a funding application for AFD activities . We have requested a grant of around £1000 for MOD and expect to hear if we are successful shortly.

7<sup>th</sup> April: I met with fellow Councillors from the interview panel to welcome Michael Greenfield, our new Clerk and RFO to his first day of work, and to sign a contract of employment. WELCOME TO HIM!!

14<sup>th</sup> April: Attended the Mayors' meeting at Plough Lane and was joined by our new clerk. There was a very interesting talk from the out-going High Sherriff and a presentation on grants and funding available to individuals, groups and council via Hereford Council

15<sup>th</sup> April: I went to take Assembly at the Primary School. It was asked to base it on the theme of *respect*. At the end of the assembly, I talked about as well as showing respect to each other, we should also show respect for places, our countryside and the town in which we live. This led to me inviting them to design posters be encouraging people not to drop litter/ to clean up their dog mess and to care for our town. I hope we will end up with some useful posters to display around the town.

16<sup>th</sup> We help another update AFD meeting and considered progress against the plan . Actions: PS and EB to draw up a list of those to be invited to attend. Further work required on posters /flier design by early May. Confirmation of Food/drink outlets. Work on risk assessment and publicity the next priorities.

A very busy month!

## **Forthcoming Events**

On Wednesday 22<sup>nd</sup> April, I have invited representatives from the OAK, CLC and St Mary's to meet together to conduct a '**mapping exercise**' showing what we currently offer across those groups to support families. young people, the elderly, mums and toddlers, etc. To see where the gaps are, what else we might do to improve the range and offer of what might be done and to ensure there isn't replication of the same sort of things at the same time.

One Friday 24<sup>th</sup> April, I have been invited to attend the presentation of the **King's Award for Community** service being made to Kington Walks. The Lord Lieutenant will present the award on behalf of the King. A great honour for the organisation and for our town.

Sunday 26<sup>th</sup> April: I have been invited to attend the **Annual Mayor Making Ceremony** for the 645th Mayor of Hereford !

Friday 1<sup>st</sup> May: I have been invited to open the **Made in the Marches Exhibition** at St Mary's Church. This event is great show case of the huge range of talent and artistry in our local community and a chance to celebrate our cultural heritage.

Tuesday 5<sup>th</sup> May: I will attend the opening ceremony of the **May Fair** in the grounds of Hereford Cathedral

**Cllr. Philip J G Sell.**  
**Mayor of Kington**

## **KINGTON TOWN COUNCIL**

**Meeting held on Monday 20<sup>th</sup> April 2026**

### **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. Clerk Started 7<sup>th</sup> April 2026**

Michael Greenfield started on Tuesday 7<sup>th</sup> April 2026.

#### **2. Herefordshire Domestic Rates Demand for 2026/27**

The council has received the notification for the property address of the Old Police Station. The total amount due is £00.00.

#### **3. Parish Priorities**

The Clerk is checking with council remain speeding, drugs and ASB.

This information can be communicated to the police and the residents, as part of the

#### **4. John Campion Police and Crime Commissioner for West Mercia.**

- A three-month public consultation that has been launched.
- He is seeking community views on the government's proposals to reduce the number of police forces across England and Wales.
- The government proposal is to significantly reduce the current 43 police forces to approximately 10 to 15 regional forces.

The Commissioner has provided a link to the West Mercia Police website, which includes some Q&As on the subject to assist with any questions you or your constituents and colleagues may have.

Further details via these links:

- Website: [Public consultation - police force mergers | West Mercia PCC](#)
- Consultation: [Public consultation- police force mergers](#)

#### **5. Mayors Meeting**

The Clerk attended the county wide Mayors' meeting held on 14<sup>th</sup> April 2026, with the Mayor of Kington.

This was an opportunity to meet the High Sheriff for the county, 2026-2027, Tamsin Clive, and to hear about the work of other towns across the county.

#### **6. Kington Town Council Facebook Page**

Kington Town Council has a Facebook page.

If you would like articles or information to be published, please send them to Ruth or myself.

Link: [\(2\) Facebook](#)

**Kington Town Council**  
**Schedule of payments to be approved on 20th April 2026**

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Pay
<b>Payments now due</b>							
1	HMRC	BACS	Tax & NI due on March 2026 salaries		£ 2,607.28		£ 2,607.28
2	Rural Services Partnership	BACS	Rural Market Town Group Membership		£ 110.25	£ 22.05	£ 132.30
3	Vision ICT	BACS	Email Hosting for June 2026 to May 2027		£ 320.00	£ 64.00	£ 384.00
4	Rialtas	BACS	Alpha Annual Software Support		£ 210.00	£ 42.00	£ 252.00
5	Herefordshire Council	BACS	Rent: Period 01.05.26 to 31.05.26		£ 190.00	£ -	£ 190.00
6	J & P Turner	BACS	Planters Maintenance for month to 31.03.26		£ 200.00	£ 40.00	£ 240.00
7	Lloyds Bank	DD - 16.03.26	Credit Card Charge HP Instant Ink		£ 20.99	£ 3.00	£ 23.99
8	Kington Quarterly	BACS	2 Page advert		£ 300.00	£ -	£ 300.00
9	Eon -Next	DD- 24.04.26	Rec Grant Utilities (Toilet Block) 26.11.20-30.10.24		£ 1,697.66	£ 84.89	£ 1,782.55
10	Eon- Next	DD - 09.04.26	Rec Ground Utilities (Toilet Block) 01.03.26 - 31.03.26		£ 61.75	£ 3.09	£ 64.84
11	Owen Whittall	BACS	Rec Grant Tree Works 07.04.26		£ 1,200.00	£ 240.00	£ 1,440.00
12	Owen Whittall	BACS	Rec Grant Tree - Crooked Meadow		£ 2,780.00	£ 556.00	£ 3,336.00
13							£
14							£
15							£
Total payments this month excluding salaries					£ 9,697.93	£ 1,055.03	£ 10,752.96

**FOR INFORMATION**





## Internal Audit Services for Town and Parish Councils

### Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

### Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

### Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

### Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing **proper practices** about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

### **Fees and Charges**

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

### **Engagement Options**

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

### **Added Benefits**

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

[www.mulberrylas.co.uk/training-programme](http://www.mulberrylas.co.uk/training-programme)

### **Contact Us**

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

# J. & P. Turner

*Corn & Seed Merchants*

Established 1801

Arrow Mills, Kington, Herefordshire. HR5 3DU.

Tel : (01544) 230536

March 31st 2026

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

Dear Ruth,

Thank you for your invitation to quote for the Maintenance of the Planters and Baskets in and around Kington from 1<sup>st</sup> May 2026.

This includes the normal watering, feeding, strimming around, and replacing plants as necessary until weather conditions mean an end to the summer bedding season, or 31<sup>st</sup> October at the latest. This does not include any repairs or replacements due to vandalism or theft.

The cost will be £650 per month plus VAT, charged monthly.

Yours sincerely,

pp. J. & P. Turner

# J. & P. Turner

*Corn & Seed Merchants*

Established 1801

Arrow Mills, Kington, Herefordshire. HR5 3DU.

Tel : (01544) 230536

March 31st 2026

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

Dear Ruth,

Thank you for your invitation to quote for the Planters and Baskets in and around Kington to be planted up in May 2026. This will include removing the old plants, renewing the compost and feeding.

The total cost will be £2890 plus VAT

Alterations, if any, to what is needed by the Council, can be agreed in due course, but for now we have quoted on the basis of last year's planting scheme.

Yours sincerely,

pp. J. & P. Turner



## Drainage Grant 2026/2027

### Accessing grant funding

- Grant funding will be distributed through the Parish and Town Council Lengthsman Agreement process, via the attached Contract Variation Agreement. Please sign and return the agreement to [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk) to confirm participation. All works must be completed by 31 March 2027 and invoiced no later than 9 April 2027.
- A purchase order will be issued to you for the value of the initially awarded grant. You may begin work while awaiting the purchase order.
- Additional purchase orders will be issued as and when further grants are awarded – for example, upon confirmation that you may proceed with minor drainage scheme works.

### Before you start

- Please ensure you have reviewed the information on the following pages regarding maintenance works and creation of new assets/features.
- Parish and Town Councils are responsible for ensuring that work is carried out by suitably qualified individuals, either working under their own insurance or that of the Parish or Town Council.
- We recommend that a risk assessment and method statement is provided to you before works start. Consideration should be given to matters such as lone working, first aid, personal protective equipment (clothing, safety gloves and safety glasses), safe use of tools and equipment, site access and parking, working on or next to the highway, manual handling of materials to and from site, ground conditions and livestock.
- We recommend that a risk assessment and method statement be provided to you before any works commence. This should address key safety considerations, including:
  - Lone working
  - First aid provision
  - Personal protective equipment (e.g. protective clothing, safety gloves, safety glasses)
  - Safe use of tools and equipment
  - Site access and parking
  - Working on or adjacent to the highway
  - Manual handling of materials to and from site
  - Ground conditions
  - Presence of livestock
- Where excavation works are carried out, a search should be undertaken to identify any utilities that may be present on site (e.g. gas, water, electricity). Environmental considerations should also be taken into account – please refer to the guidance on the following pages. If you are unsure, contact us at [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk).
- Where you are working on the highway then check to see if you need a highway permit to undertake the works. This will apply if you are planning to use a road or lane closure for example. See further information in the Road Closure section
- Inform the relevant landowner that you are undertaking the works- details of responsibilities can be found via [www.herefordshire.gov.uk/downloads/file/16062/guidance-on-landowner-responsibilities-for-ditches-and-drainage](http://www.herefordshire.gov.uk/downloads/file/16062/guidance-on-landowner-responsibilities-for-ditches-and-drainage)

### When you start

- Carry out a pre-start risk assessment to ensure it is safe to proceed and to identify any changes in conditions – ground or traffic conditions can vary from day to day.
  - If you are working with a group, make sure everyone is aware of any risk assessments and that you are clear on their roles and responsibilities.
  - Make sure you act responsibly and dispose of any materials appropriately.
-

#### When you finish

- Please take a photo of each job you complete and fill in the relevant details on the attached claim form. Submit this, along with the photos, to [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk) as part of your claim – this is required as proof of completed works before claims can be paid out.

#### Creation of new assets/features

- Funding for these schemes enables Parish/Town Councils to submit proposals for small-scale works aimed at reducing flooding on the highway network. This may include minor improvements to culverts, drains, pipes, or similar infrastructure. Parish/Town Councils are asked to provide an outline proposal with estimated costings, photos and location details using what3words.

#### Maintenance Works

- Opportunities to improve existing ditches, grips, other surface features and enhance ongoing maintenance practices will be considered. Whilst further detail has been provided below, DEFRA provides useful information for land managers on how to manage ditches to support wildlife habitats, see <https://defra.farming.blog.gov.uk/create-and-manage-ditches-for-wildlife/>

#### Removing obstructions

- Regularly check for and remove any physical obstructions – such as large rocks, rubble, fallen trees, branches, litter, and grass cuttings – to ensure water can flow freely through the watercourse. All non-organic waste must be removed from the site and disposed of appropriately. Green waste resulting from ditch maintenance can be left a safe distance from the bank for a few days to allow any organisms to return to the watercourse. After this period, the green waste should be removed to prevent it from washing back into the watercourse.

#### Mowing and trimming

- Keep growth of vegetation (trees, weeds, reeds and grass) under control with regular trimming and mowing of banks where appropriate. To minimise the environmental impact of mowing banks, do this less frequently during the period of March to mid-July, in order to avoid disturbing spawning fish and nesting wildlife.

#### Managing invasive plant species

- For guidance on managing non-native invasive plants such as Himalayan Balsam, Japanese Knotweed, and Floating Pennywort, the following organisations provide useful resources:
  - o <https://www.nonnativespecies.org/>
  - o <https://canalrivertrust.org.uk/specialist-teams/maintaining-our-waterways/vegetation-management/invasive-species-control/>

#### De-silting

- Silt build-up within an ordinary watercourse gets worse over time and becomes more expensive to rectify. Regular removal of silt is much more cost effective and will ensure the watercourse remains in full working order. When de-silting ditches, it is important that you consider any impact on biodiversity. Therefore, it is suggested that you temporarily deposit silt on top of the banks of the watercourse, this allows for organisms to migrate back into the ditch. However, you have no legal right to deposit silt on a highway verge and doing so might result in enforcement action against you if it is deemed to be causing an obstruction to the highway. In these instances, you should remove the silt and deposit it elsewhere; ensuring permission is in place from the landowner.

#### When and how often should this be done?

- Most watercourses and ditches require some level of annual maintenance, though the frequency will depend on the volume of material received from upstream. The ideal time to carry out major clearance works is late September – after vegetation has begun to naturally die back and before increased winter flows. This timing also avoids fish breeding and bird nesting seasons. You should inspect your watercourse regularly to ensure no blockage has occurred.

#### Environment and nature

- A well-maintained watercourse can provide an excellent habitat for wildlife. Careful planning – such as trimming vegetation on alternate banks each year – helps you meet your riparian
-

## OFFICIAL

responsibilities while enhancing the local environment. This approach allows wildlife to migrate to opposite sides of the watercourse each year, rather than be forced to leave.

### Consent to carry out works

- General maintenance is unlikely to require consent; however, both permanent and temporary works that affect a watercourse may do. Temporary works could be the damming of a watercourse to allow permanent work such as the installation of a bridge. If in doubt, please contact us at [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk).

### Road Closures

- If your scheme requires a road closure please contact the Flood Risk Team ([floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)) at least 10 weeks prior to the date you want to carry out the works, so the permit can be arranged.
- You will need to supply the following information. If any relevant information is missing it may lead to your permit being cancelled and the works being stopped:

#### **Traffic Management**

- Road closure / Traffic Lights
- Diversion
- Signage plan – Signing Guarding and Lighting
- Advance notice signage

#### **Contractor**

- Streetworks qualification or equivalent
- Excavation
- Traffic management
- Stats Plans

#### **Construction details**

- Plan drawing/sketch showing layout
- Cross section sketch/drawing  
*Sketches/drawings can be hand drawn, does not need to be engineering drawings*
- Type of pipe
- Dimensions
- Backfill
- Construction layers
- Gully type and make
- Depth to invert – gully, pipe, connections
- Long section if possible but not essential, (may need a call to go through details)
- Outfall point – headwall or gully details

#### **Risk Assessment (Risk Assessment Method Statement)**

- Highlight key risks/concerns

#### **Environmental Concerns (if applicable)**

- Working close to a water course
- Risk of concrete leaking into the water course
- Otters, Badgers, white clawed crayfish

Thank you for helping to improve Herefordshire's drainage network!

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## **Proposal for Application for Traffic Regulation Order (TRO)**

### **Proposal**

The Council hereby applies for the making of a Traffic Regulation Order (TRO) to introduce a 20 miles per hour (20mph) speed limit in Kington.

### **1. Background and Context**

Kington is a historic market town with a medieval street pattern and built form. The layout comprises narrow carriageways, constrained footways, and buildings positioned directly adjacent to the highway.

This historic infrastructure was not designed to accommodate modern traffic volumes or vehicle speeds. As a result, there are increasing concerns regarding pedestrian safety, traffic speed, and environmental impact within the town centre and surrounding residential streets.

### **2. Justification for the Proposed Order**

The Council considers that the introduction of a 20mph speed limit is necessary and appropriate for the reasons below.

### **3. Community Support**

A locally conducted survey of residents indicates over 90% support for the introduction of a 20mph zone within Kington.

### **4. Road and Street Characteristics**

The town's narrow streets and limited pavement widths are unsuitable for higher vehicle speeds, particularly given the proximity of residential properties to the highway.

### **5. Road Safety**

Evidence demonstrates that lower speed limits contribute to a reduction in both the frequency and severity of road traffic collisions, thereby improving safety for all road users, particularly pedestrians and vulnerable groups.

Particular concern has been identified on:

- \* Church Street
- \* Victoria Road

These routes experience vehicles accelerating as they exit the town centre leading to increased speed, noise, and air pollution.

A reduced speed limit would help mitigate these impacts.

## **6. Air Quality and Environmental Impact**

Reduced vehicle speeds are associated with lower emissions and improved air quality. Given that many residential properties front directly onto the highway, a reduction in speed would have a significant positive impact on local environmental conditions.

## **7. Town Access Points and Implementation Feasibility**

Kington has:

- \* Three principal entry points Floodgates, Victoria Road, and Headbrook
- \* Two secondary access points: Hergest Road and Kingswood Road

The limited number of entry points makes the scheme practical and cost-effective to implement, with clear opportunities for:

- \* Gateway signage
- \* Road markings
- \* Advance notification to drivers entering the town

## **8. Enforcement**

It is anticipated that West Mercia Police (subject to formal confirmation) would support the introduction of a 20mph limit, particularly where it reflects community backing and clear safety justification.

## **9. Conclusion**

Kington Town Council considers that the introduction of a 20mph speed limit throughout the town is:

- \* Supported by the local community
- \* Justified by the physical characteristics of the highway network
- \* Beneficial in terms of safety, environment, and quality of life

The Council therefore respectfully requests that Herefordshire Council, as a priority, give due consideration to any submitted applications and proceed with the necessary statutory processes to implement any proposed Traffic Regulation Orders.

## **10. Recommendation**

**That Kington Town Council**

1. Approves submission of a Traffic Regulation Order (TRO) to introduce a 20 miles per hour (20mph) speed limit.
2. Authorises the Clerk to liaise with Herefordshire Council and stakeholders.
3. Requests the implementation of the TRO, subject to statutory consultation and funding.

# **Kington Town Council**

## **Subject: Linkage with Kington Chamber of Trade**

### **Status: For discussion and decision**

- I. The Kington Chamber of Trade (KCT) is a key player in the town's economy. Recent events, like public realm funding, have raised concerns about the council's relationship with the chamber.
- II. Currently, the only formal link is through the nomination of a town council representative to attend chamber meetings. Chamber representatives also attend council meetings as members of the public, raising issues during public question time, but without an agenda item.
- III. Given their shared interests, I propose establishing more defined links to improve relations.
- IV. My proposals are:
  - A. Restore synchronicity between KTC and KCT meetings by returning to the beginning of the month for KTC meetings. This would speed up information flow. Currently, a KTC mid-month meeting isn't reported to the KCT until the 2nd Tuesday of the following month, and vice versa.
  - B. Include a report from the KCT as an agenda item instead of "matters raised by the public" to formally establish the link.
  - C. The month of May marks the start of the council year and includes the annual town meeting when we report to the public and hear reports from local organisations. Both KTC and KCT are not just responsive bodies but also promotional bodies planning ahead. An joint discussion along the lines of our away days to consider the year ahead would, in my view, benefit both and encourage joint working.

Cllr Bob Widdowson

17th March 2026



# Kington Town Council

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

## Application for a grant from Kington Town Council

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

We only allow one project per application.

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

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

### Section one: your organisation

Organisation's name? Smokefest Charity Music Festival
Please tell us who your officers are Alan Dixon Liam Davies Andrew Davies Peter Chard Lola Chard

### Your main contact

Name	Alan Dixon
Position or office held in organization	Committee member
Address	
Phone:	email:

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

Bank	Account name	Sort code	Account number

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Is your organisation a	Y/N	Charity / Company / VAT number
Registered charity	N	
What is the charity number		
Company limited by guarantee	N	
If yes, what is the company number		
Social enterprise	N	
Community group	Y	
Other (tell us what)		Community group running a music festival for Kington. We raise money for charity each year. This year is <b>We Are Farming Minds</b>
Do you have a VAT number?	N	

Have you had a grant before from Kington Town Council?	YES
If yes, when?	2024
If yes, did you submit an end of year report to comply with the grant conditions?*	No – please see attached
*Please provide an end of year report with this application if you have not done so before	

**Section two: tell us about the project and what you want the funding for**  
(Please read the Guidance Notes for help in answering this)

How much are you requesting from Kington Town Council? £500
What will this pay for / how will you use this money?  This grant will contribute directly towards the core costs of running SmokeFest, specifically the hire of the stage at our new location, Kington Football Club. Due to severe weather in 2023 and 2024, attendance was lower than expected, and the shortfall in costs was covered personally by the organisers to ensure that the full intended donations still went to our chosen charities. As a volunteer-led event, this is not sustainable long term.

The grant would help secure a safe, professional-quality stage setup, ensuring the event runs smoothly and maintains a high standard for performers and attendees, while protecting the charitable funds we raise.

Have you obtained or applied for funding from other funders for any items?

Yes – we are gaining sponsorship from local businesses and private individuals/sole traders

How will this project benefit Kington and its residents? Are there any particular groups of residents who will benefit, such as age ranges, abilities, or people in a specific area?

SmokeFest will benefit Kington by bringing the community together for an inclusive, family-friendly music festival at Kington Football Club. The event provides affordable local entertainment for residents of all ages, helping to strengthen community spirit and reduce social isolation in our rural town.

This year, funds raised will support the We Are Farming Minds charity, directly benefiting farming families and rural residents connected to and local to Kington.

The grant will help ensure the event remains accessible and affordable, maximising participation across all age groups and backgrounds.

When do you plan to start and finish your project?

This is a one-day event taking place on 27<sup>th</sup> June 2026

When your project has ended, what do you hope to have achieved?

We hope to have created an enjoyable event for our town, given local bands and musicians a great opportunity to perform on stage and to have raised money for our chosen charity.

What is the total cost of the project? Approx £4700.00

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

Bands - £1800.00  
Stage Hire - £2160.00  
Stage Staff - £300.00  
TEN - £21.00  
PA system Hire - £1000.00  
Security - £500.00  
Advertising - £150.00  
Merch - £150.00  
Signage - £150.00  
Misc consumables - £200

### Section three: Volunteers and 'in kind' support

What is your estimated number of volunteers likely to be involved in the project?

12-15

If none, why not?

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

Yes:

Mayglothing waste provide portable toilets for free.  
A number of companies and individuals sponsor the event.

#### Section four: What are the risks to this project?

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

If we do not receive the full grant amount, SmokeFest will still go ahead, as we are committed to delivering the event for the community and to raise funds for charity. However, the budget would need to be reduced, resulting in the use of a smaller, lower-quality stage and production setup. This would lessen the visual impact of the event and reduce the overall perception of professionalism. While the core event would remain in place, the experience for attendees would not be as high quality as intended.

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

If Kington Town Council is unable to offer a grant, we will continue to seek alternative funding through local sponsorship, small business contributions, fundraising activities, and careful budget adjustments. The event will still go ahead, but we would need to reduce production elements and scale back certain aspects to remain financially viable. Our priority will remain delivering a safe, inclusive event for the community while raising funds for charity, even if it must operate at a more modest level.

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

SmokeFest is a volunteer-led, community-focused event created specifically for the people of Kington. It is organised by local residents who are passionate about bringing positive, inclusive activities to the town.

The festival not only provides accessible live music and family entertainment, but also raises vital funds for charity. This year we are supporting We Are Farming Minds, a cause that is particularly relevant to our rural community and farming families in and around Kington.

We are committed to delivering a safe, well-managed and welcoming event at Kington Football Club, ensuring it is affordable and open to all. Support from Kington Town Council would demonstrate strong local backing for community-led initiatives and help us continue building an event that residents can be proud of year after year

Thank you for your application.

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

## Declaration

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

On behalf of \_\_\_\_\_ SmokeFest Committee

I accept the conditions in Kington Town Council's Grants Policy

Signed

Dated 16/03/25

*Please note:*

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

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

## **SmokeFest 2024 – Grant Feedback Report**

We would like to sincerely thank Kington Town Council for the grant awarded in 2024 in support of SmokeFest.

The funding directly assisted with the running costs of the event and helped us deliver a safe and professionally organised festival for the community. The grant reduced the financial pressure on the volunteer organisers and ensured the event could proceed despite rising costs.

Unfortunately, the event was again financially disappointing due to poor weather on the day, which significantly affected attendance and overall income. As in previous years, lower footfall meant reduced revenue, impacting the event's financial outcome.

In light of this, we have decided to take a year off to review and strengthen our plans. During this time, we aim to explore a new venue within Kington town centre in order to increase natural footfall, improve accessibility, and create a more financially sustainable and successful event in the future.

We remain committed to delivering a positive, community-focused festival for Kington and appreciate the Council's continued support.

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**Public consultation - police force mergers**

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From OPCC Comments <comments@westmercia.police.uk>

Date Wed 18/03/2026 11:18

Hello,

This week I launched a consultation to seek the views of Herefordshire, Shropshire, Telford & Wrekin, and Worcestershire residents regarding Government proposals to merge police forces across England and Wales.

The Government announced that an independent review into these proposals would be carried out, which could see the existing structure of 43 police forces reduce to 12. This would be the biggest change to policing in more than six decades.

These proposals weren't in Labour's manifesto in the General Election; therefore, I am committed to representing the public voice. Through this three-month consultation, I hope to hear from as many West Mercia residents as possible – regardless of whether people are for or against the proposals.

I would therefore be grateful if you could please share the consultation with your networks.

Links to the consultation and further information are available below:

Consultation – [Public consultation - police force mergers](#)

Website – [Public consultation - police force mergers | West Mercia PCC](#)

Kind regards,

**John Champion**  
**West Mercia Police & Crime Commissioner**



Re: Grant applications

From: [REDACTED]  
Sent: Sun, 12 Apr, 2026 at 15:46  
To: admin@kingtontowncouncil.gov.uk  
Cc: [REDACTED]

IMG\_0553.JPG (4.2 MB) IMG\_0554.JPG (4.2 MB) -- Download all

Hi

Please pass on our thanks from Kington Cricket club for the grant towards the new fridge freezer  
We have installed it today in readiness for the start of the new season and it looks very smart in our  
kitchen  
I have attached photographs.

Kind regards  
Glenys  
(Treasurer of Kington Cricket Club)

----- Original Message -----

From: admin@kingtontowncouncil.gov.uk  
To: [REDACTED]  
Sent: Monday, February 9th 2026, 11:27  
Subject: Grant applications

Good morning,

The window for the second round of Kington Town Council grant applications is now open,  
and I have attached the relevant paperwork.

Thanks

Ruth Robinson  
Assistant clerk  
Kington Town council