

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

Kington Town Council

to be held on **Monday 20 July 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 [15.06.2026](#)
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
 - d) To receive a report from Kington Chamber of Trade
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To approve payments as now due, as attached
 - b) To note receipts, if any, since the last meeting
 - c) To consider and agree the Detailed Receipts and Payments to 30.06.2026
 - d) To note and approve the Bank Reconciliation Current Account to 30.06.2026
 - e) To note and approve the Bank Reconciliation Saving Account to 30.06.2026
7. Update on proposal for the asset transfer of Kington Public Toilets from Herefordshire Council to Kington Town Council
8. To consider and adopt the Model Informal Resolution Protocol (IRP) amendments to the Arrangements for dealing with Code of Conduct complaints
[Item 8 Draft Local Resolution Protocol June 2025 - Town Parish.pdf](#)
[Item 8 Letter to TPCs re amended arrangements LRP 16.06.26.pdf](#)
9. To note reports from Committees:
 - a) Planning & Environment Committee held on 6th July 2026
10. Information only item: Reports from councillors
11. Items for the next agenda and date and time of next meeting
Monday 21st September 2026 – 6pm at The Old Police Station, Market Hall Street,
Kington HR5 3DP

Issued on **15.07.2026** by M Greenfield
Town Clerk, Kington Town Council
The Old Police Station, Market Hall Street, Kington HR5 3DP
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
15.07.2026

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.

- 7 **FC 103-26** **To note reports from Committees:**
 Planning & Environment Committee held [01.06.2026](#)
[Item 7a Parishes - Public Realm Operational Update – See link to access document .pdf](#)
Noted.
- 8 **FC 104-26** **To consider and comment on the Proposed Parish Footpath Officer Job Description**
 No comments were received.
- 9 **FC 105-26** **Information only item: Reports from councillors**
- Cllr. P. Sell reported on arrangements for Armed Forces Day, to be held on Saturday 27 June 2026 at Lady Hawkins School, Kington. Volunteers will be assisting, 11 charities will be present, and dignitaries are due to arrive from 10.15am ahead of an 11.00am start.
- Council thanked Cllr. P. Sell for his work on organising and arranging Armed Forces Day.
- Cllr. M. Woolford reported that he had been in contact with Cllr. J. Lester, Leader of Herefordshire Council, regarding public realm matters.
 Cllr M. Woolford is awaiting responses to his queries.
- 10 **FC 106-26** **To receive an update on the Bio-diversity Plan**
 The Bio-Diversity Plan is reviewed annually to reflect any changes in legislation and guidance and forms part of the town's biodiversity monitoring. It was suggested that a copy of the Plan be provided to applicants with each planning application.
Noted.
- 11 **FC 107-26** **Items for the next agenda and date and time of next meeting**
Monday 20th July 2026 – 6pm at The Old Police Station, Market Hall Street, Kington HR5 3DP
- 12 **FC 108-26** **Exclusion of the Public**
 To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
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).

13 FC 109-26 To consider and decide on staffing matters

Staffing matters were noted and to be discussed further within the Finance, Personnel and General Purposes Committee.

An urgent matter was raised concerning an event held on Saturday 13 June 2026, during which inappropriate language was alleged to have been directed towards minority groups for approximately 20 minutes. The Council reiterated its previous resolution condemning all forms of racism and racist abuse.

RESOLVED: That the event organisers be written to, setting out the Council's position

Mayor's Report: May/June 2026

A couple of days after being elected I chaired the annual Town meeting at the Burton Hotel. I was pleased to see a good turnout and it was good to see the presentations made to Liz Kelso and Emma Hancock.

Questions were raised about the progress of the 20MPH proposal and also about the state of the play equipment in the recreation ground.

Further actions taken,

Email to Leader of Herefordshire council on following matters:

1. Public realm works,,,when are they to start?
2. Traffic report for Kington, Where is it?
3. Thank you to those who undertook repairs/resurfacing to A44 up to Penrhos.

On Saturday 13th I went to see the finish of the Offa's Dyke 15 race from Hay to Kington which was at Lady Hawkins School grounds and to welcome the organisers to the town. Some 450 runners took part from all over the country.

I was introduced to the organisers who were delighted that the town had taken an interest in the event and asked me to present the prizes to the first 3 finishers 1st from Knighton, 2nd from Kington, third from Hereford.

Also Saturday 13th I, and the deputy Mayor, helped with the 50th Anniversary wheelbarrow race by closing off the roads at Church Street and Doctors Lane.

Another great evening and my thanks go to Emma Hancock and her team for all the hard work that goes into making it such a success.

Cllr M Woolford

KINGTON TOWN COUNCIL
KINGTON TOWN COUNCIL
Meeting held on Monday 15th June 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. Annual Town Meeting

In summary

Welcome: By Current Mayor - Cllr Martin Woolford, introduced himself and welcomed those present. Cllr Woolford commented that there were no nominations for Civic Awards from town representatives, even though there is a wealth of activity occurring that is supporting the community. He has asked that nominations be submitted this year, so that there can be a wider consideration of individuals and organisations for Civic Awards at the next Annual Town Meeting.

Cllr Phillip Sell gave his report.

Mayor's Special Award:

The Mayor's Special Award is awarded at the discretion of the retiring Mayor to a local individual or group who has made a significant contribution to Kington through their work, voluntary activities or achievements and provided exceptional service and dedication to the community.

The following received Certificates from Cllr Phillip Sell

- Emma Hancocks - Contribution to Community
- Liz Kelso - (former Clerk to Kington Town Council – Services to the town of Kington) Also received a tree for planting from Cllr. E. Banks.

Speakers in attendance

- Oxford Arms
- St Mary's Church
- SEN Growing Together
- Kington Ladies Hockey Club
- Kington Cricket Club
- Kington Youth Hub
- Chamber of Trade
- Kington Tourist Information Centre

Matters arising

- A question was asked about 25mph speed limit in Kington and what was occurring.

Cllr Woolford advised those present that the council had written to Herefordshire Highways on the matter and proposed a Traffic Regulation Order. The Town Council are awaiting a reply.

- Another resident asked about play areas and are they safe, due to a social media post commenting on the play areas.

Cllr Woolford provided an answer, and this was supported by the Clerk (me) who commented that the play areas are checked daily by the Grounds Team and annually via RoSPA. Action is taken to remedy any safety concerns.

There were no further questions and the meeting finished at 19.55hrs.

Kington Town Council									
Schedule of payments to be approved Monday 15th June 2026									
Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment		
Payments made since the last meeting									
35	EE	DD	Mobile Telephone		£ 26.50	£ 5.30	£ 31.80		
36	Lloyds Bank	DD	HP Instant Ink Cartridge - Monthly Fee		£ 23.99	£ -	£ 23.99		
37	Unity Bank	DD	Service Fee		£ 9.85	£ -	£ 9.85		
							£ 65.64		
38	Mulberry Local Authority Services Limited	BACS	Internal Audit for 2025-2026 Council Year		£ 363.60	£ 72.72	£ 436.32		
39	HMRC - Recreation Trust	BACS	Tax & NI Recreation Trust - Due for May	KRT	£ 31.67		£ 31.67		
40	Kington Building Services	BACS	H&S Cleaning Fluid and Latex Gloves	KRT	£ 17.70	£ 3.54	£ 21.24		
41	HMRC - Town Council	BACS	Tax & NI - Town Council - Due for May		£ 860.28		£ 860.28		
42	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payments are £435.10 (June-Dec 2026) Then Final Payment of £435.07 in January 2027		£ 435.10		£ 435.10		
43	Barrington Print Ltd.	BACS	Armed Forces Day; Flyers; laminated posters; Banner	AFD	£ 258.00	£ 26.60	£ 284.60		

Full Council Meeting held on Monday 15th June 2026

44	BT	DD	Broadband & Phone Charges 01.04.26 - 31.07.26			£ 324.98	£ 65.00	£ 389.98
45	The Burton Hotel	BACS	Room Hire Annual Town Meeting 21.05.26			£ 300.00	£ 20.00	£ 320.00
46	Michael Greenfield	BACS	Clerks Expenses for May 2026			£ 26.00		£ 26.00
47	Countrywide Grounds Maintenance	BACS	Grounds Maintenance Monthly Cost	KRT		£ 529.71	£ 105.94	£ 635.65
48	Kington Quarterly	BACS	Advert			£ 300.00	£ -	£ 300.00
49	Countrywide Grounds Maintenance	BACS	Crooked Well Meadow; cut and trim play area; cut pathway from bin to play area; cut around climbing frame; trim around play equipment	KRT		£ 350.00	£ 70.00	£ 420.00
50	Vision ICT	BACS	Web hosting Sept 2026-August 2027			£ 222.52	£ 44.50	£ 267.02
51	Amazon Business	BACS	Photocopy Paper; Wall Clocks x3; batteries; Picture frame Mayors Award)			£ 44.31	£ 8.85	£ 53.16
52	Kington Farm Supplies	BACS	Litter Pickers	KRT		£ 26.88	£ 5.38	£ 32.26
53	Gareth Evans Gardening Services	BACS	31.03.26 17.04.26 02.05.26 23.05.26 Kington Churchyard Gardening Services			£ 720.00	£ -	£ 720.00
54	Arrow Plant and Tool Hire	BACS	Backpack Blower - Replaced fuel pipes; new filter; new spark plugs;			£ 57.13	£ 11.43	£ 68.56
55	Lloyds Bank - Corporate Purchasing Card	DD	Multiple Payments:					£ -

	Lloyds Bank - Corporate Purchasing Card	DD	HP Instant Ink			£ 17.49	£ 3.50	£	20.99
	Lloyds Bank - Corporate Purchasing Card	DD	123 REG: Kingston Remembers.org.uk Domain Renewal			£ 12.99	£ 2.60	£	15.59
	Lloyds Bank - Corporate Purchasing Card	DD	123 REG: Web hosting Kingston Area Plan			£ 167.76	£ 33.55	£	201.31
	Lloyds Bank - Corporate Purchasing Card	DD	Lloyds Fees			£ 3.00		£	3.00
56	Herefordshire Council	BACS	Rent: 01.07.2026- 31.07.2026			£ 190.00	£ -	£	190.00
57	Flags by MRFlag	BACS	Armed Forces Day Flag	AFD		£ 56.00	£ 11.20	£	67.20
								£	-
						£ 5,315.12	£ 484.81	£	5,799.93
			Total payments this month excluding salaries						
FOR INFORMATION									
Total of payments made through grants received:									
Total of payments made as a grant									
Total paid as salaries (net) - May 2026									
								£	3,120.39

Meet the new Chief Executive Mayors Report July 2026

Since the last meeting I have undertaken the following:

1. A meeting with members of the Festival committee regarding concerns raised around the wheelbarrow race.
2. I have been informed that the public realm works to pavements etc in Mill street and Church St are to take place between 3rd and 14th Aug, I have re informed the council that the Vintage Show is the weekend of the 18th and that there will be lots of vehicles using The High Street and Mill street from the Wednesday before.
3. I attended a Mayors meeting in Plough Lane. There was a presentation by Goal17 global a company employed by Herefordshire to help the voluntary sector. Their details can be found at goal17.global. Met the new Chief executive, Paul Sumner who expects to visit town councils during September. There have been issues with the new reporting Portal which has been resolved. It was stressed that to get feed back you need to have an account and log in. An interesting informal discussion was had with other towns Mayors and Clerks,
4. I attended the Parish summit in the evening of 14th. Whilst it dragged on a little there were a few points worth noting, 1. **Electoral reform**, Herefordshire retains its 53 wards with a few boundary changes. Kington not affected. It is likely that Herefordshire will become part of a larger Mayoral authority, probably combined with Worcestershire and maybe Warwickshire. This is still to be decided. 2 **Budget update**, Basically the council has to make around £20 million savings each year. Warning was given that there could be no guarantee that the Lengthsman scheme would continue in 2027. 3 **Highways and Public Realm**. As you can imagine there was a lot of talk about pot holes! However the way in which the contractor is paid has changed and they only get money once each job has been checked, There will be no increase in Litter bins for Parishes a point strongly made. There are up to £5000 grants to support footpaths etc 4. **Planning**. New government changes mean that many more planning applications will be dealt with by officers and not go to committee. The appeals system is being streamlined with more written appeals. IT WAS MADE CLEAR THAT PARISHES SHOULD OUTLINE IN MORE DETAIL THEIR REASONS FOR SUPPORTING OR OBJECTING TO APPLICATIONS AS THERE WILL BE NO FURTHER OPPORTUNITY TO COMMENT. 5. **Parish Charter**. We were reminded that there are time frames set within the Charter and if there is a lack of or slow response then they should be reminded of the Charter commitments,
5. A meeting was held with the chair of the Chamber of Trade to discuss signage to and around the town.

KINGTON TOWN COUNCIL
Meeting held on Monday 20 July 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. Actions undertaken

- Armed Forces Day
 - Several dignitaries have been in contact thanking Cllr Phillip Sell and the Council for delivering such an auspicious event on behalf of Herefordshire

2. 20mph Traffic Regulation Order

Cllr J Lester, on 25th June 2026, has confirmed that the Traffic Management Team of Herefordshire Council, has accepted the TRO application that the town council have submitted.

In line with process this will be added to the list for review, which takes place annually.

Item
6a

Kingston Town Council
Schedule of payments approved 20 July 2026

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting							
58	Waste Managed Ltd	DD	KRT - Rubbish Removal		£ 39.38	£ 9.84	£ 49.22
59	Waste Managed Ltd	DD	KRT - Bin Delivery		£ 81.60	£ 20.40	£ 102.00
60	Unity Bank	DD	Service Charge		£ 9.85	-	£ 9.85
							£ -
61	Kington Building Supplies	BACS	H&S Clothing; Waterproof trousers; Gloves; Hi Vis Jacket		£ 79.47	£ 15.90	£ 95.37
62	Barrington Print Ltd.	BACS	Armed Forces Day Banners; 1x Public Convenience; 1x AFD Banner	AFD	£ 70.00	£ 14.00	£ 84.00
63	J & P Turner	BACS	To supply goods and services for the town planters and baskets		£ 2,890.00	£ 578.00	£ 3,468.00
64	J & P Turner	BACS	Maintenance of planters to 31 May 2026		£ 650.00	£ 130.00	£ 780.00
65	Kington Tourist Group	BACS	Kington Tourist Group-Support for tourism in Kington - Grant Payment	Grant	£ 2,500.00	-	£ 2,500.00
66	Mayglothing Waste Management	BACS	Jetting Unblocking Drains - Recreation Ground Trust	KRT	£ 225.00	£ 45.00	£ 270.00
67	Herefordshire Council - Recreation Ground Cottage	BACS	Council Tax Adjustment - Monthly Payment	KRT	£ 336.67	-	£ 336.67
68	Space Mobiles Ltd	BACS	Toilets for Armed Forces Day	AFD	£ 184.00	£ 36.80	£ 220.80
69	Kington Building Supplies	BACS	Mop; Cleaning Fluid; Bin Liners; Toilet Rolls	KRT	£ 58.93	£ 11.79	£ 70.72
70	Darren Fellows	BACS	HWS Pest Control Recreation Ground Trust Land	KRT	£ 140.00	£ 28.00	£ 168.00
71	KTC HMRC	BACS	KTC - HMRC Due for June salaries		£ 825.60	£ -	£ 825.60
72	KRT - HMRC	BACS	KRT - HMRC Due for June salaries	KRT	£ 20.00	-	£ 20.00
73	Amazon	BACS	High Viz Vests - Armed Forces Day	AFD	£ 25.80	£ 5.16	£ 30.96
74	Gazon Vert	BACS	KRT - Hard Surface Weed Treatment	KRT	£ 360.00	-	£ 360.00
75	AP Forestry Ltd	BACS	KRT - Tree Survey & Report for Crooked Well Meadow	KRT	£ 350.00	£ 70.00	£ 420.00
76	Burgovnes Marquees Ltd	BACS	AFD - Main Marquee	AFD	£ 620.00	£ 124.00	£ 744.00
77	Kington Building Supplies	BACS	KRT - Bin Security- Long Chains; padlocks; gripper gloves	KRT	£ 84.62	£ 16.93	£ 101.55

[illegible]

Item 6c.

05/07/2026

13:29

Kington Town Council

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Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 General Income						
1076 Precept	86,500	173,000	86,500			
1090 Interest Received	337	1,000	663			50.0%
1200 Income from markets	0	1,000	1,000			33.7%
1990 Other Income	500	0	(500)			0.0%
						0.0%
General Income :- Receipts	87,337	175,000	87,663			49.9%
Net Receipts	87,337	175,000	87,663			
110 Administration						
4000 Staff Salary	9,728	52,000	42,272	42,272		18.7%
4030 PAYE and NI	5,789	10,000	4,211	4,211		57.9%
4040 Pension	0	3,000	3,000	3,000		0.0%
4050 Staff Mileage & Benefits	0	50	50	50		0.0%
4070 Staff other Expenses	1,869	3,000	1,131	1,131		62.3%
4080 Training	0	100	100	100		0.0%
4090 Mayor's Allowance	0	1,000	1,000	1,000		0.0%
4100 Bank Charges	33	150	117	117		21.7%
4110 Audit Fees	984	1,200	216	216		82.0%
4120 Asset Transfer/Legal	834	5,000	4,167	4,167		16.7%
4125 Asset Acquisition & Costs	0	30,000	30,000	30,000		0.0%
4130 Subscriptions & Memberships	110	400	290	290		27.6%
4140 Insurance	0	6,500	6,500	6,500		0.0%
4150 Stationery	88	450	362	362		19.6%
4155 Printing & Copying	182	1,000	818	818		18.2%
4170 Telephone & Broadband	405	1,200	795	795		33.7%
4180 Website	403	250	(153)	(153)		161.3%
4190 IT	530	1,500	970	970		35.3%
4210 Grants Paid	500	5,000	4,500	4,500		10.0%
4240 Office Rent	570	2,500	1,930	1,930		22.8%
4245 Office Costs	600	5,500	4,900	4,900		10.9%
4250 TIC	0	2,500	2,500	2,500		0.0%
4260 Maintenance	0	500	500	500		0.0%
4310 Markets Running Costs	0	500	500	500		0.0%
4320 War Memorial	0	5,000	5,000	5,000		0.0%
4415 Equipment Purchase KTC	0	1,000	1,000	1,000		0.0%
4990 Sundries	300	1,000	700	700		30.0%
Administration :- Indirect Payments	22,924	140,300	117,376	0	117,376	16.3%
Net Payments	(22,924)	(140,300)	(117,376)			

Continued over page

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
130 Recreation Ground						
4035 Rec Ground Salary Support	13,000	13,000	0		0	100.0%
4260 Maintenance	4,163	15,000	10,837		10,837	27.8%
4265 Rec Running Costs	64	3,000	2,936		2,936	2.1%
4300 Rec Cottage	1,061	5,500	4,439		4,439	19.3%
4400 Grass Cutting	1,059	7,500	6,441		6,441	14.1%
4410 Equipment Purchase	90	500	410		410	17.9%
Recreation Ground :- Indirect Payments	19,437	44,500	25,063	0	25,063	43.7%
Net Payments	(19,437)	(44,500)	(25,063)			
140 Churchyard						
4260 Maintenance	0	5,000	5,000		5,000	0.0%
4400 Grass Cutting	720	2,400	1,680		1,680	30.0%
Churchyard :- Indirect Payments	720	7,400	6,680	0	6,680	9.7%
Net Payments	(720)	(7,400)	(6,680)			
150 Projects						
4500 Christmas Decorations	0	15,000	15,000		15,000	0.0%
4510 Kington in Bloom	400	7,200	6,800		6,800	5.6%
4520 Armed Forces Day	314	5,000	4,686		4,686	6.3%
4535 Festivals	0	2,500	2,500		2,500	0.0%
Projects :- Indirect Payments	714	29,700	28,986	0	28,986	2.4%
Net Payments	(714)	(29,700)	(28,986)			
160 Crooked Well						
4266 Crooked Well Running Costs	350	0	(350)		(350)	0.0%
Crooked Well :- Indirect Payments	350	0	(350)	0	(350)	
Net Payments	(350)	0	350			
999 VAT Data						
115 VAT on Receipts	9,350	0	(9,350)			0.0%
VAT Data :- Receipts	9,350	0	(9,350)			
515 VAT on Payments	2,326	0	(2,326)		(2,326)	0.0%
VAT Data :- Indirect Payments	2,326	0	(2,326)	0	(2,326)	
Net Receipts over Payments	7,024	0	(7,024)			

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Receipts	96,687	175,000	78,313			55.2%
Payments	46,471	221,900	175,429	0	175,429	20.9%
Net Receipts over Payments	<u>50,216</u>	<u>(46,900)</u>	<u>(97,116)</u>			
Movement to/(from) Gen Reserve	<u>50,216</u>	<u>(46,900)</u>	<u>(97,116)</u>			

Item 6d

Date: 05/07/2026

Kington Town Council

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Time: 13:05

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current Bank A/c

User: MGREENFIELD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current A/c	30/06/2026		159,293.85
			159,293.85
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			159,293.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			159,293.85
		Balance per Cash Book is :-	159,293.85
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Item 6 e

Date: 05/07/2026

Kington Town Council

Page 1

Time: 13:21

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 3 - Unity Trust 4143

User: MGREENFIELD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust	30/06/2026		69,684.29
			69,684.29
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			69,684.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			69,684.29
		Balance per Cash Book is :-	69,684.29
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Kington Town Council

Potential Transfer of the Mill Street Public Conveniences from Herefordshire Council

Purpose of Report

To provide Members with an overview of the implications of Herefordshire Council's proposal for Kington Town Council to assume the freehold ownership and ongoing management of the Mill Street public conveniences.

Background

Herefordshire Council has offered to undertake a programme of refurbishment works to the Mill Street public conveniences before transferring the freehold ownership of the property to Kington Town Council.

The proposed refurbishment includes roof repairs, drainage improvements, internal redecoration, plumbing works, installation of baby changing facilities and general repairs to bring the building into a satisfactory condition prior to transfer.

The proposal also includes the transfer of the existing cleaner under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

Potential Benefits

Members should recognise that ownership of the facility would provide several strategic advantages, including:

- Long-term protection of an important public facility for residents and visitors.
- Local control over maintenance standards and future improvements.
- Ownership of a community asset rather than continued reliance on Herefordshire Council.
- Potential opportunities to seek grant funding for future improvements.
- Support for Kington's town centre, market, tourism and local businesses through the continued provision of accessible public conveniences.

Financial Considerations

Information supplied by Herefordshire Council indicates that the current annual costs comprise cleaning, utilities and routine maintenance.

Based upon the information provided, the annual operating costs are estimated to be in the region of **£30,000 per annum** before allowing for additional employer obligations and future liabilities.

However, Members should note that these figures do not include several potentially significant costs, including:

- Employer costs associated with TUPE.
- Employer pension contributions where applicable.
- Payroll administration.
- Insurance.
- Professional advice.

- Health and Safety compliance.
- Inflationary increases.
- Major future repairs.

Taking these additional costs into account, the overall annual commitment could reasonably approach £45,000 per annum, representing a substantial ongoing commitment in addition to the Council's existing precept.

Members should carefully consider whether this level of expenditure is sustainable without affecting the Council's ability to deliver other priorities or requiring future increases in the precept.

TUPE and Pension Implications

The proposal includes the transfer of the existing cleaner under TUPE.

Whilst employment rights would transfer, Kington Town Council is **not currently an admitted employer within the Local Government Pension Scheme (LGPS).**

If pension protection applies under the TUPE arrangements, the Council may be required to:

- become an admitted employer within the Herefordshire Council LGPS;
- enter into an Admission Agreement;
- pay employer pension contributions determined by the LGPS actuary;
- comply with ongoing pension administration requirements; and
- appoint a payroll provider experienced in administering the Local Government Pension Scheme.

This would introduce additional ongoing financial commitments and administrative responsibilities which are not currently reflected within the estimated annual operating costs.

Future Liabilities

Whilst Herefordshire Council has proposed undertaking refurbishment works before transfer, Members should note that ownership would transfer all future maintenance and statutory responsibilities to Kington Town Council.

In addition, Members should seek clarification regarding any future liabilities associated with the adjoining **Market House Cottage.**

The long-term maintenance requirements, capital repair costs and ownership responsibilities relating to the cottage remain unclear and should be fully understood before any decision is made.

Risks

The principal risks associated with accepting the transfer include:

- Significant ongoing financial commitment.
- Unknown future maintenance liabilities.
- Responsibility for statutory compliance and health and safety.
- Employment and pension obligations.
- Potential future increases in operating costs.
- Pressure on future Council budgets and Council Tax precepts.

Community Engagement

The continued provision of public conveniences is clearly an important community service.

However, assuming responsibility for an asset with potential annual costs approaching **£45,000** represents a significant policy and financial decision.

It is therefore recommended that the Council undertakes a **public consultation with Kington residents and businesses** before entering into any legal agreement.

A residents' survey would:

- establish whether the community supports the proposal;
- identify whether residents consider the associated expenditure to be justified;
- provide Members with evidence to support decision-making; and
- demonstrate transparency regarding any potential impact on future Council Tax precepts.

Recommendations

Before entering into any agreement with Herefordshire Council, it is recommended that Kington Town Council:

1. Receives a full structural survey and condition report for the building.
2. Ensures all refurbishment works are completed to an agreed specification prior to transfer.
3. Obtains legal advice regarding the TUPE transfer and pension obligations.
4. Confirms whether admission to the Local Government Pension Scheme will be required and establishes the associated employer costs.
5. Obtains quotations from payroll providers experienced in administering the Local Government Pension Scheme.
6. Clarifies all ownership, maintenance and financial liabilities relating to the adjoining Market House Cottage.
7. Produces a comprehensive long-term financial appraisal, including projected costs over a minimum ten-year period.
8. Undertakes a public consultation with residents and businesses before making a final decision.
9. Seeks clarification from Herefordshire Council as to whether any transitional funding, maintenance contribution or financial support is available to assist with the transfer.

Conclusion

The transfer of the Mill Street public conveniences offers Kington Town Council the opportunity to secure an important community asset and safeguard an essential public service for the future. However, it also represents a significant long-term financial and operational commitment.

While Herefordshire Council's proposed refurbishment would reduce immediate capital expenditure, the Council must carefully consider the full ongoing costs, including employment obligations, potential Local Government Pension Scheme requirements, statutory compliance, future maintenance responsibilities and any liabilities associated with the adjoining Market House Cottage.

Given that the overall annual cost could approach **£45,000**, in addition to the Council's existing precept commitments (Recreation Ground, Crooked Well Meadow, Recreation Ground cottage), Members are advised not to make a decision until all financial, legal and operational implications have been fully assessed and the views of the local community have been obtained through consultation.

This would ensure that any decision is evidence-based, financially sustainable and in the best interests of the residents of Kington.

Item 7.

OFFICIAL

Hi Liz

Hope you're well

Following on from our previous discussions, the Council are proposing to undertake the following refurbishments works subject to a legal agreement for Kington Town Council to take the freehold title of the Mill Street toilets.

Please see below the current condition of the site and the proposed works that will be undertaken:

Key condition survey drivers:

- Roof covering is red-rated with various slates missing; temporary guard/hoarding installed to reduce risk from further slate slippage.
- Roof leak above consumer unit requires attention.
- Concerns exist regarding concealed structural roof timbers if similar to the adjoining Coach House.
- Doors/frames, internal partitions, wall finishes and mortar joints require repair/re-decoration.
- No baby change unit; urinal cistern not connected; dead leg removal and pipe lagging required.
- Drainage blockage under service bay is a common issue; drainage survey may be beneficial.

Outline scope:

- Repair and make safe slate roof, rainwater goods and leak above consumer unit; undertake roof timber/structure check where accessible.
- Clean polycarbonate roof and remove foliage.
- Repair/redecorate doors, door frames, high level timber/glazing and internal finishes.
- Rake out/make good cracked internal mortar joints, repair cubicle partition/blockwork and redecorate.
- Deep clean/descale sanitaryware and tiled surfaces; secure partition between sink and urinal.
- Install baby change unit where practical and replace gents hand dryer.
- Reconnect/investigate urinal cistern, remove dead leg and lag exposed pipework.
- Carry out drainage survey/jetting and allow minor remedial works.

The annual cleaning and energy costs for 25/26 are attached, these are again subject to the Council's current contracts and could change. The cleaning costs are inclusive of the cleaners time and all materials, and this transfer would be subject to TUPE of the cleaner so daily rates and hours have also been included. The average annual maintenance cost across the last four years is £10,854, this is inclusive of all statutory compliance and reactive maintenance works.

I look forward to hearing whether this proposal is one which your Council wishes to progress. If it is, I would also be grateful if you could provide an indication of how soon you would be able to take ownership after completion of the works.

Kind regards,
Rachel

Herefordshire.gov.uk

Rachel Fletcher
Programme Coordinator
Asset Management & Property Services
Rachel.Fletcher@herefordshire.gov.uk
01432 383700

Corporate Services
Plough Lane
Hereford
HR4 0LE

Normal Hours of Work:

Item 8.



Appendix 2 - draft IRP - Town/Parish Council

Model Informal Resolution Protocol (IRP) **for Town and Parish Councils in** **Herefordshire**

Herefordshire Council wishes local councils to use this IRP as a first step in trying to resolve any disputes or disagreements between Members which may amount to a breach of the Code of Conduct.

Herefordshire Council has determined that any complaint by member against a Member of a local council under the Code of Conduct shall not be accepted by the Herefordshire Council until the terms of this IRP has been complied with (or a locally adopted protocol that substantially includes all the elements of this model protocol). The Audit & Governance Committee of the Council has delegated authority to determine and vary the model IRP. The Monitoring Officer (MO) is delegated by Audit & Governance Committee with all decision making as required by the operation of the IRP.

This model protocol is meant as a starting point for Town and Parish councils. Individual councils may wish to add or amend this model to suit their particular needs. Councils wishing to use this process should first be clear about its purpose and intention, formally adopt it in its current or in a revised form and ensure that all Councillors are provided with a copy.

It will be important for Councils to document what will happen if there is a lack of cooperation shown by the Member concerned or a breakdown occurring during the operation of the process. Complaints under the Code of Conduct will only be accepted by Herefordshire Council where (i) the accused member has not engaged with the protocol, (ii) the protocol has concluded without an agreement or (iii) any agreed outcome has not been performed by member who is subject to the complaint ('the accused member').

The Scope of the IRP

Issues which should be considered under this process

Low level minor complaints about Members, including:

- Minor complaints from Members about Members (the accused Member);
- Minor complaints from the public about accused Members where Herefordshire Council or the council has received from the public and such member of the public has agreed to use this protocol; and
- Minor complaints from council Officers about accused Members (where the Officer has agreed to use this IRP).

Minor complaints are not prescriptive but includes where accused Members are alleged to have not shown respect and consideration for others – either verbally or in writing – or where the outcome or sanction would be as described in the paragraph 'Possible results of the process'.

Issues which should not be considered under this process

Complaints which must be directed to the MO, including:

- Complaints of a significant nature (not a minor complaint) instigated by a member of the public
- Serious complaints/breaches of the Code of Conduct/failure to disclose interests at meetings/bullying/abuse of position or trust/repeated breaches of the Code of Conduct).
- Complaints made by the Clerk/Proper Officer
- Vexatious, malicious or frivolous complaints (such will also be rejected by the MO)
- Members' complaints about officers which should be dealt with using the Council's internal complaints process
- Repetitive low-level complaints

Any matter referred to the MO which is considered to be a minor complaint will be referred to the Clerk/Proper Officer.

The Process

The complaint

The complaint would need to be sent to the Clerk/Proper Officer of the Town or Parish Council to undertake a first sift to ensure that the complaint is a minor complaint and should not be dealt with by way of a complaint to the MO. If the complaint is raised by the Clerk/Proper Officer then it should be directed to the Chair or Vice Chair).

If appropriate, therefore, the Clerk/Proper Officer (or Chair/Vice Chair) should firstly seek an early resolution of any such dispute by liaising informally with the individuals concerned. It is vitally important that the accused Member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

Resolution Process

The involvement of the Clerk/Proper Officer (or Chair/Vice Chair) of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the members/officers/member of the public involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis. The outcome of any resolution is therefore by agreement.

The Clerk/Proper Officer (or Chair/Vice Chair) will act as a facilitator for the resolution process below.

If the complaint is between Members other than the Chair of the Council, the Clerk/Proper Officer and the Chair will meet individually with the complainant and accused Member to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair of Council, but not the Vice Chair, the Clerk/Proper Officer and the Vice Chair will meet with the complainant and accused Member to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against a Member other than the Chair of Council, the Clerk/Proper Officer and the Chair of Council will meet with the officer and the accused Member to seek an agreed resolution.

If the complaint has been made by an officer/employee, but not the Clerk/Proper Officer, against the Chair of Council, the Clerk/Proper Officer and the Vice Chair of Council will meet with the officer and the Chair to seek an agreed resolution.

In respect to the resolution process, 'meet' shall be as determined appropriate by the Clerk/Proper Officer and could include a meeting in person, by phone, electronic meeting or exchange of correspondence.

If the complaint has been made by the Clerk/Proper Officer, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the MO.

Possible results of the process

If an agreement is reached by Members and/or officers, then no further action is required.

If agreement cannot be reached or the agreed outcome not performed, the aggrieved Member/officer would always have the opportunity of referring the matter to the MO.

Examples of agreements might include:

- issue of a letter of apology,
- a written undertaking or commitment not to breach the Code of Conduct in the future,
- a commitment to undertake training or
- an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

Time for the process

It is the intention that all of the processes can be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend the meetings.

Important Points to Note in preparing a process for use by the Town or Parish Council

The Clerk/Proper officer, Chair and Vice Chairs of Councils should consider receiving appropriate training in facilitation and mediation to be in a position to maximise the benefit of this process.

Councils wishing to pursue this route should contact [Herefordshire Association of Local Councils](#) for guidance.

Councils might want to include some guidance where complaints, which are most appropriately dealt with under this process, are referred back to the Council by the MO.

It is suggested that any meetings held with a view to discussing the issues of complaints and/or resolving matters are at the very least minuted, if not recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the MO. It may also be useful as evidence in the event of further similar breaches of the conduct and future conduct.

Town/Parish Councils need to be clear on their powers in respect of code of conduct matters.

It would not be appropriate for Town or Parish Councils to formally investigate a code of conduct complaint, decide that there has been a breach or to consider the issue of sanction/censure.

Formal investigations of possible breaches of the Code of conduct, findings of a breach of the Code of Conduct and imposing of sanctions/censure as a result of breaches of the code of conduct are decisions that should only be reached by a MO and/or Standards Panel.

Herefordshire's Code of Conduct arrangements

No complaint under Herefordshire Council's Code of Conduct arrangements will be accepted from a complainant about an accused Member unless this IRP for the accused Member has been followed (or a locally adopted protocol that substantially includes all the elements of this model protocol).

Where this IRP has been unsuccessful (in the no agreement between the complainant and accused member has been reached), the Clerk/Proper officer (or Chair) should direct the complainant to Herefordshire Council. No referral shall be made or accepted by Herefordshire Council if the complainant has refused to engage with the IRP.



Directorate/Div Finance, Legal and Democratic Services
Team: Legal Services
Please ask for: Marcia Zurian
Email: Code-of-conduct@herefordshire.gov.uk
Date: 16th June 2026

Clerks to Parish and Town Councils
By email:

Dear All

Re: Amendment to the Arrangements for dealing with Code of Conduct complaints

Further to previous correspondence, I am writing to let you know that the Council approved amendments to the arrangements for dealing with Code of Conduct complaints on 22nd May 2026, including provisions about use of a Local Resolution Protocol (LRP) by Parish and Town Councils.

This is not a mandatory requirement or something that Herefordshire Council will insist or impose on you if you do not wish to do this. This is an opportunity for your Town and Parish Council's to achieve better outcomes for certain Code of Conduct complaints

I include here a link here to the papers considered by Council: [Issue - items at meetings - Constitution Update - Herefordshire Council](#) and you will see that Appendix 9 includes the proposed changes regarding LRP, which Council approved.

If you intend to adopt an LRP or intend to do so, then please let us know so the Monitoring Officer can ensure that this process is incorporated. If we do not receive acknowledgement of this, then we will assume that you do not wish to do so, and we will continue with the existing process for your council.

For those Councils that intend to adopt a process, Herefordshire Council does not intend to be prescriptive of what that entails or how you should do this. We are aware that organisations such as NALC and SLCC have provided standard processes for this or indeed it could be part of your standard complaints policy. We have produced a standard template document that could be used by your organization. If you would like a copy of such then please let us know by email to code-of-conduct@herefordshire.gov.uk.

May I suggest that you raise awareness of these amendments at your next council meeting if you have an LRP in place.

Yours sincerely

Governance Team
Herefordshire Council

Appendix 9 - Members Code of Conduct

Note: strikethrough indicates text removed. Underline indicates new text.

Section	Arrangements for dealing with complaints about the Code of Conduct
Proposed Changes	At Stage 1, add at 1f. <u>In relation to complaints against Parish and Town Council Members raised by:</u> a. <u>other Members; or</u> b. <u>Members of the public/officers of a PTC</u> <u>that alleges a breach of conduct in relation to a lack of respect, of bullying or harassment or bringing the authority into disrepute only, where a PTC has a local resolution protocol (LRP) then Herefordshire Council will NOT accept a complaint under the current arrangement, UNLESS</u> i. <u>the LRP has concluded; or</u> ii. <u>The PTC or Monitoring Officer considers that the LRP process has finished (including where it has not achieved an outcome or is incomplete).</u>
Proposed Changes	At Stage 3, amend as follows: 3 i. The MO will decide on one of the following three outcomes at Initial Assessment: 1. No further action should be taken on the allegation (e.g. there is no breach or no jurisdiction); 2. The matter should be dealt with through a process of informal resolution in the first instance (e.g the member has agreed to apologise); 3. <u>The matter indicates a technical breach of the code of conduct, but it is not in the public interest to refer it for a formal investigation; or</u> <u>4 -3.</u> The matter should be referred for a formal investigation. Transparency Arrangements 5a All decision notices where there is a finding of a breach of the Code of Conduct, either following a decision by the Monitoring Officer after formal investigation, or by a Standards Panel, will be published on the Council's website. Such notices will be retained until the later of 6 years. <u>For the avoidance of doubt, a breach determined at Initial</u>

	<u>Assessment stage 3 will not be published unless the Monitoring Officer determines under paragraph 5b.</u>	
Section	Arrangements for dealing with complaints about the Code of Conduct - Appendix 1	
	General Guidance	
Proposed Changes	19	<u>The Council delegates to Audit & Governance Committee authority to make changes to these arrangements.</u> The MO is authorised to change the 'Guidance' sections of these Arrangements in consultation with the Chairperson of the Council's Audit and Governance Committee where improvements and clarifications are required.

Minutes of the Planning & Environment Committee

Monday 6th July 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington

PRESENT

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

IN ATTENDANCE

Ruth Robinson – Assistant Clerk

Agenda item

Minute

- 1 **P&E 040-26** **To receive apologies, declarations of interest and requests for dispensation**

Cllr. P. Sell declared a personal interest in agenda item 3(a) ii and iii, agenda item 4(c) (Allotments) and agenda item 4(f) (Churchyard Maintenance).

Cllr E. Banks declared a personal interest in agenda item 4(f) (Churchyard Maintenance)
- 2 **P&E 041-26** **To approve the minutes of the meeting held on 1st June 2026**
RESOLVED: That the Minutes of the meeting held on 1st June 2026
be approved, and that the chairman of the meeting be authorised
to sign them as a true record of the proceedings.
- 3 **P&E 042-26** **Planning and Licensing Matters:**
a)
i) **P261259/L Roof renewal together with external repairs at The Coach House**
Map – Location Market Hall, Mill Street, Kington, Herefordshire
RESOLVED: Councillors noted and support the planned repairs.

ii) **P261512/F 37, High Street, Kington – Change of Use**
RESOLVED: No objections

iii) P261392/L 37, High Street, Kington – Change of Use
RESOLVED: No objections

b) To note any planning enforcement action
RESOLVED: No enforcement action to note

c) To note planning decisions by Herefordshire Council, Kington
Weekly list since the last meeting

i) Milk Hut, Hatton Gardens – Kington
NOTED

4 P&E 043-26 Environmental Matters:

a) High Street

i) To consider and decide responses to Herefordshire Council's Parking Strategy

[Item 4a Herefordshire Council – Parking Strategy Overview](#)

RESOLVED: Councillors agreed that in order to make a comment they would need to see the HCC transport Survey which they have not to date received from HCC. Assistant Clerk to request Transport Survey be sent to Kington Town Council as previously requested.

ii) To note Herefordshire Council's Strategic and Neighbourhood Planning updated Frequently Asked Questions (FAQs) previously sent out in November 2025. These updates reflect recent national legislative and policy changes, and the FAQ's will continue to be reviewed and updated as further changes arise.

[Frequently Asked Questions about the National Planning Policy Framework \(NPPF\) June 2026](#)

NOTED

b) Planters and Floral Displays

c) Allotments

Cllr. P Sell reported that there are currently four vacant allotment plots.

d) Footpath and Highway Matters

Cllr Rolls reported that there are overgrown bushes obstructing Church Street and that pot holes in Church Street need attention. **RESOLVED: Assistant Clerk to report both issues to HCC.**

e) Churchyard Maintenance

Cllr Sell reported that there is a dead tree that may need some attention.

RESOLVED: Assistant Clerk to consult with current tree survey report for recommendations

f) Litter and Pavement Sweeping

Cllr Woolford proposed to write to the landlords of the Swan PH to thank them for the litter picking work carried out recently in the town.

g) Update on Proposal for 20mph zone in Kington

Cllr Woolford reported that the proposal has been received by HCC and will be considered at their annual review.

h) Emergency Plans

It was noted that Cllrs Sell and Bishop's work on this is ongoing.

**5 P&E 044-26 Public Realm Funded works update
NOTED.**

It was also noted that Cllr Woolford is to contact HCC to confirm no clash of dates with Kington Vintage.

**6 P&E 045-26 Date and Time of next meeting:
Monday 7th September 2026 at 6pm
Noted.**

Items for the next agenda.