

AGENDA

ANNUAL MEETING

8th May 2025

Hampton Parish Council Annual Meeting will be held on 8th May 2025 at 19:30pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Emily Pacey

Emily Pacey – Clerk and Responsible Financial Officer

01/05/2025

- | | | |
|-------------------|---|------------------|
| 01/05/2025 | Election of Chair and Chair's Declaration of Acceptance of Office. | <i>(10mins)</i> |
| 02/05/2025 | Election of Vice Chair and Vice Chair's Declaration of Acceptance of Office. | <i>(10mins)</i> |
| 03/05/2025 | To Consider Applications received for Co-Option for Hampton Hargate Ward Councillor Vacancy. | <i>(10mins)</i> |
| 04/05/2025 | Public Participation
<i>Members of the public are invited to speak on items on the agenda.
The Forum will be open for 15 minutes and will be shared between all speakers present and shall not exceed 5 minutes each. The public are reminded that once the Public Forum section of the meeting has been closed no more public participation is allowed during the remainder of the Council meeting. Councillors are not allowed to enter into any debate during the Public Forum .</i> | <i>(15 mins)</i> |
| 05/05/2025 | To receive apologies for absence. | <i>(2mins)</i> |
| 06/05/2025 | To receive Declarations of Interest.
<i>Members are invited to declare disposable pecuniary interests and other interests of items on the agenda as required.</i> | <i>(2mins)</i> |
| 07/05/2025 | To approve the minutes of the Extra Ordinary Meeting held on 17th April 2025.
<i>Chair signs the minutes as a true record of that meeting and confirms the validity of all decisions taken.</i> | <i>(2mins)</i> |

08/05/2025 To Appoint Five Members for the HR Committee. (10mins)

09/05/2025 Finance and General Purpose Committee Review. (15mins)
(To discuss if the F&GP Committee is still required or if it should become a Planning Committee)

10/05/2025 To Appoint Members to the Parish Liaison Group. (10mins)

11/05/2025 Policies Update. (15mins)
11.1 To Review and Approve Hampton PC Financials Regulations
11.2 To Review and Approve Hampton PC Standing Orders
11.3 To Approve Hampton PC Privacy Policy
11.4 To Approve Hampton PC Email Policy
11.5 To Approve Hampton PC FOI Publication Scheme

12/05/2025 Planning / Tree Works Applications Update. (10mins)
• 25/00467/FUL - 18 Marketstede Hampton Hargate Peterborough - Change of use from residential dwelling (C3) to childrens home (C2) for maximum of 4no. children aged 8-17 years.
[25/00467/FUL | Change of use from residential dwelling \(C3\) to childrens home \(C2\) for maximum of 4no. children aged 8-17 years | 18 Marketstede Hampton Hargate Peterborough PE7 8FA](#)

13/05/2025 Planning Decisions. (2mins)
• 25/00332/HHFUL - 4 Four Chimneys Crescent Hampton Hargate Peterborough PE7 8ED - Proposed single storey rear extension.
Decision – Permitted.

14/05/2025 Finance Update. (10mins)
14.1 To Approve Schedule of Payments.

Expenditure				
Active Hampton	Temp Office for Clerk - 9th April (1 extra hour) 23rd, 24th & 30th April, 7th & 8th May,	£385.00	Bacs	LGA 1972, s.133
Clerk	Payroll	£1,884.81	S/O	LGHA 1989 s7
HMRC	Employee Deductions	£335.38	Bacs	LGHA 1989 s7
HMRC	NI Employer Deductions	£284.35	Bacs	LGHA 1989 s7
Nest	Employee Deductions	£92.51	DD	LGHA 1989 s7
Nest	Employer Deductions	£69.38	DD	LGHA 1989 s7
SLCC	Locum Clerk	£192.00	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsman (March & April)	£12,528.12	Bacs	Highways Act 1980, s130
Ionos	Website	£30.00	Card	LGHA 1972 s.266
Viking	Ink	£48.68	Card	LGA 1972
Poppy Shop	Wreath (VE Day)	£24.49	Card	LGA 1972
Amazon	VE Day Banners and Flag	£43.06	Card	LGA 1972
Be Home Smart Ltd	Replace two taps - H/Vale Allotment	£192.00	Bacs (to be paid from	Small Holdings Allotments Act 1908 S23, 26 AND 42

			<i>Allotment Account)</i>	
Peterborough Ltd	Bulky Waste April	£1,238.10	Bacs	Highways Act 1980, s130
	Total	£17,347.88		
Income				
Allotment H/Vale	Allotment Plots and Memberships	£1,229.00	Bacs	
Allotment H/Hargate	Allotment Plots and Memberships	£1,236.00	Bacs	
PCC	Precept	£47,490.00	Bacs	
	Total	£49,955.00		

14.2 To Approve Financial Officers Report.

15/05/2025	To Note PKF Little John End of Year Report for 2023-2024	<i>(5mins)</i>
16/05/2025	Update on Hampton PC Office.	<i>(5mins)</i>
17/05/2025	Correspondence and Communication.	<i>(5mins)</i>
18/05/2025	Items for next agenda.	<i>(2mins)</i>
19/05/2025	Date and time of the next Full Council meeting. <i>Thursday 5th June 2025 – 19:15</i>	<i>(2mins)</i>

Closure of the meeting – 21:55