

MINUTES

FULL COUNCIL MEETING

3rd April 2025

A Full Parish Council meeting for Hampton Parish Council was held on 3rd April 2025 at 19:15 at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr C Wiggin (Vice Chair), Cllr V Patel, Cllr Z O’Sullivan, Cllr B O’Sullivan, Cllr T Fields, Cllr C Ryan, Cllr I Pratt, Cllr R Antunes.

Apologies - Cllr K Toynton Ward, Cllr A Mehta, Cllr L Sharp, Cllr C Guyton and Cllr H Fields sent their apologies.

As Cllr K Toynton Ward sent her apologies, Cllr C Wiggin chaired the meeting.

Emily Pacey – Clerk and Responsible Financial Officer

01/04/2025 Public Participation

No members of the public attended.

02/04/2025 Ward Councillors Reports.

Cllr R Antunes reported -

- He met with Sam Carling (Local MP) and gave him a tour of Hampton. He advised he discussed issues with Sam such as policing, residents safety and off road bikers.
- He is assembling a bid for 250K to provide naturalisation planting and for off road active travel cycle path/footpath to Nene Park and Peterborough Business Park.

Cllr C Wiggin reported-

- Elections will be held on the 1st May 2025.
- Peterborough City Councils Local plan is now at the consultation stage.
- He had a site meeting with John Howard (Police and Crime Commissioner) to discuss how to tackle anti social behaviour in Hampton.
- Parking in Hampton is still a major issue, he advised all wooden bollards managed by PCC in the parish area will be replaced with wood-look plastic bollards as and when required.
- Any unspent CLF funds have been carried forward for 2025.

- It was agreed to ask for written reports/ updates from all six Hampton Ward Councillors.

03/04/2025 To receive apologies for absence.

Cllr K Toynton Ward, Cllr A Mehta, Cllr L Sharp, Cllr C Guyton and Cllr H Fields sent their apologies.

04/04/2025 To receive Declarations of Interest.

Cllr V Patel – Agenda Item 08-04-2025 8.5 - To Note Active Hampton Room Hire Increase from April 2025.

05/04/2025 To approve the minutes of the previous Full Council meeting held on 6th March 2025.

It was proposed by Cllr B O’Sullivan, and seconded by Cllr T Fields and all were in favour to approve the minutes of the previous Full Council meeting held on the 6th March 20205.

06/04/2025 Planning / Tree Works Applications Update.

- 25/00332/HHFUL - 4 Four Chimneys Crescent Hampton Hargate Peterborough - Proposed single storey rear extension.
Hampton Parish Council have no objection to this planning application.
- 25/00374/HHFUL - 15 Ilex Close Hampton Hargate Peterborough - Single storey front extension, loft conversion and with internal alterations.
Hampton Parish Council have no objection to this planning application.
- 24/01572/FUL - 4 Swift Close Hampton Vale Peterborough - Change of Use from C3 (residential dwelling) to C2 (residential institution) for up to 2 children (aged 4 to 17). – Appeal from Applicant.
Hampton Parish Council wish to object to this planning application, The PC support the decision of the Planning Officer with regards to the issue of parking.

07/04/2025 Planning Decisions.

- 25/00009/HHFUL - 5 Magistrates Road Hampton Vale Peterborough PE7 8EQ - Proposed dormer window loft conversion, side windows and increase to height of the rear roof
Date Permitted – 25th March 2025.
- 25/00200/CLP - 31 Stanton Square Hampton Hargate Peterborough PE7 8BB - Conversion of garage into habitable room and rear single storey extension.
Decision – Lawful 27th March 2025.

08/04/2025 Finance / HR Update.

(15mins)

8.1 It was proposed by Cllr C Ryan and seconded by Cllr Z O’Sullivan and all were in favour to approve the below schedule of payments.

The Clerk advised due to the end of the financial year, the payments for the Clerk, HMRC and SLCC was paid on the 31st March as these payments had to be paid before the 1st April.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
<u>Expenditure</u>				
CAPALC	Membership	£1,470.04	Bacs	LGA 1972 s143
Active Hampton	April FC Meeting	£49.00	Bacs	LGA 1972 s133

SLCC	Locum Clerk	£2,905.24	Bacs	LGHA 1989 s7
Clerk	Payroll	£1,899.69	Bacs	LGHA 1989 s7
Nest	Pension	£145.43	DD	LGHA 1989 s7
HMRC	Payroll	£941.60	Bacs	LGHA 1989 s7
Ionos	Website	£30.00	card	LGA 1972 s266
	Total	£7,441.00		

8.2 It was noted Hampton PC bank account balances as of the 1st April 2025.

CIL Reserve - £131,289.63

Hampton PC General Fund Account - £2,009.95

Hampton PC Reserve Account - £92,265.68

Petty Cash Account - £355.86

Allotment Account - £2,541.41

Allotment Key Deposit Account - £2,657.56

8.3 It was agreed for the Clerk to use excel spreadsheets instead of Rialtas Software to report Financial Matters from April 2025.

8.4 HR Update – It was agreed by all members of the PC that Payroll services will now be completed by the Clerk. It was agreed to delegate authority to the HR Committee to amend the Clerk's contract to state that the salary payment date will be the 26th of each month.

8.5 It was noted Active Hampton's room hire has increased by £1.00 per hour from April 2025.

8.6 The Clerk circulated an update of Hampton Parish Council's CIL expenditure. Cllr C Wiggin advised he will check his records to see if there are additional expenditure that needs to be added before the CIL report is submitted to PCC.

09/04/2025 Quotations for Hampton PC Website and Councillor email addresses.

Three quotations have been obtained from Parish Web + Host, Aubergine and Hay + Rice for them to provide a new website for Hampton PC, annual hosting including Councillor emails and Gov domain.

Quotes were discussed in detail by members of the PC, it was proposed, seconded and all were in favour to approve Parish Web + Host's quotation.

10/04/2025 Allotments.

10.1 –It was proposed, seconded and all were in favour to approve the amended version of the Allotment Tenancy Agreement for April 2025.

11/04/2025 Peterborough City Council's Draft Local Plan.

Due to the consultation for Peterborough City Council's Local Plan ending on the 29th May, it was agreed to hold an Extra Ordinary Meeting on the 17th April 2025 for the PC to discuss if they wish to comment.

12/04/2025 Responsibility of Bins around Hampton.

Cllr V Patel raised his concern that no-one is taking responsibility for the bin outside the One Stop shop located in Hampton Hargate.

Cllr C Wiggin advised he will look into this and report back at the next Full Council meeting.

13/04/2025 Bronze Award Update.

This will be added to June's agenda.

14/04/2025 Update on Hampton PC Asset List.

Hampton Parish Councils Asset list was circulated to members of the PC prior to the meeting, It was proposed by Cllr C Wiggin, seconded by Cllr C Ryan and all were in favour to approve the below asset list.

<u>Type</u>	<u>Asset Name</u>	<u>Location</u>	<u>Year of Purchase</u>	<u>Purchase cost or AGAR Value</u>	<u>Insured Value as per schedule</u>
Street furniture	Wooden Effect Bench	Beaumont Way Fields		£340.00	£340.00
Street furniture	Wooden Effect Bench	Beaumont Way Fields		£340.00	£340.00
Street furniture	Wooden Effect Bench	Footpath Phorpes Lane		£340.00	£340.00
Street furniture	Wooden Effect Bench	Footpath Falcon Way		£340.00	£340.00
Street furniture	Memorial Bench		2020	£1,898.00	£1,898.00
Street furniture	Speed Camera	Hargate Way	2020	£3,250.00	£3,250.00
Street furniture	Speed Camera	Westlake Avenue	2020	£3,250.00	£3,250.00
Vehicle	Car Trailer	Hargate Allotments		£950.00	£950.00
Defibrillators	Defibrillator	Active Hampton, Hampton	2023	£560.00	£560.00
Defibrillators	Defibrillator	Community Centre, Hampton Vale	2021	£500.00	£500.00
Office Equipment	x2 Laptops, x2 Printer, Scanner, Speaker	Hampton Parish Councils Office	2020	£1,150.00	£1,150.00
Office Furniture	Fridge, Tables, Chairs	Hampton Parish Councils Office	2019	£500.00	£500.00
Garden Furniture	Wheelbarrow , Cordless Strimmer	Storage (Councillor Home Address)	2024	£100.00	£100.00
<u>Total</u>	-	-	-	<u>£13,518.00</u>	<u>£13,518.00</u>

15/04/2025 Update on Hampton PC Office.

On behalf of Cllr C Guyton, Cllr Z O'Sullivan informed members of the PC, the refurbishment for Hampton Parish Councils Office is taking longer than expected as it now requires permission for a Deed of Variation from the Planning Department. Cllr Patel suggested for the Clerk to enquire if the existing Parish Office is available to use until the refurbishment work starts.

It was agreed for the Clerk to continue to use Active Hampton two days per week for April unless the office is available. This will be reviewed monthly at the Full Council Meeting.

It was agreed before the PC can sign the new lease for the office, plans need to be provided from Peterborough Cars.

16/04/2025 Correspondence and Communication.

The Clerk informed members of the PC both defibrillators which are located at Active Hampton and Hampton Vale Community Centre are both out of action on the Circuit website. It was agreed for the Clerk and Cllr Z O'Sullivan to check these on Wednesday 9th April.

It was agreed by all members of the PC that the Clerk would purchase the necessary items such as batteries and pads so that the Defibrillators are functioning.

17/04/2025 Items for next agenda.

- Peterborough City Councils Local Plan Consultation.

18/04/2025 Date and time of the next Full Council meeting.

Extra Ordinary Meeting - 17th April 2025 at 19:15.

Annual Parish Meeting – Thursday 8th May at 18:00.

Annual Meeting - Thursday 8th May 2025 at 19.15.

Closure of the meeting – 22:15.