

MINUTES

ANNUAL MEETING

Hampton Parish Council Annual Meeting was held on 8th May 2025 at 19:50pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr B O’Sullivan (Chairman), Cllr C Wiggin (Vice Chairman), Cllr Z O’Sullivan, Cllr K Toynton Ward, Cllr V Patel, Cllr L Sharp, Cllr A Mehta, Cllr R Antunes, Cllr L Sharp, Cllr T Fields, Cllr I Pratt, Cllr H Fields, Cllr S Masterson.

Emily Pacey – Clerk and Responsible Financial Officer

- 01/05/2025 Election of Chair and Chair’s Declaration of Acceptance of Office.**
The Clerk commenced the meeting and invited Council members to propose a candidate for the position of Chair of Hampton Parish Council. Cllr V Patel nominated Cllr B O’Sullivan, and Cllr K Toynton Ward seconded the nomination. The proposal was unanimously approved. Cllr B O’Sullivan accepted the role, expressed gratitude to the Council members, and signed his declaration of acceptance of office.
- 02/05/2025 Election of Vice Chair and Vice Chair’s Declaration of Acceptance of Office.**
The Chair invited Council members to propose candidates for the position of Vice Chair for Hampton Parish Council. Cllr K Toynton Ward nominated Cllr C Wiggin, while Cllr H Fields proposed Cllr T Fields, who declined the nomination. Cllr R Antunes nominated Cllr A Mehta. Following a vote, Cllr C Wiggin was elected as Vice Chair with an 8-2 majority. He expressed his gratitude to the Council members and signed his declaration of acceptance of office.
- 03/05/2025 To Consider Applications received for Co-Option for Hampton Hargate Ward**
A co-option application for the vacancy of Councillor for Hampton Parish Council (Hargate Ward) was received from Stephen Masterson. Following a discussion, Parish Council members unanimously approved his application.
- 04/05/2025 Public Participation**
No public attended the meeting.
- 05/05/2025 To receive apologies for absence.**
Cllr C Guyton sent her apologies.

- 06/05/2025 To receive Declarations of Interest.**
No members declared an interest on this agenda.
- 07/05/2025 To approve the minutes of the Extra Ordinary Meeting held on 17th April 2025.**
It was proposed by Cllr C Wiggin, seconded by Cllr K Toynton Ward and all agreed to approve the minutes of the Extra Ordinary meeting held on the 17th April 2025.
Cllr B O’Sullivan signed the minutes.
- 08/05/2025 To Appoint Five Members for the HR Committee.**
It was agreed to appoint Cllr Z O’Sullivan, Cllr H Fields, Cllr V Patell and Cllr K Toynton Ward to the HR Committee, leaving one vacancy. Due to Cllr C Guyton not present at the meeting but still wishes to remain on the HR Committee, the position to fill the vacancy will be added to June’s agenda.
- 09/05/2025 Finance and General Purpose Committee Review.**
It was agreed that the finances of Hampton Parish Council will now be presented at Full Council meetings instead of the F&GP meetings.
Councillors engaged in a detailed discussion on whether a secondary committee is required. As the F&GP Committee previously oversaw planning applications and the Hampton Allotments, it was decided to defer this matter to the June Parish Council meeting.
- 10/05/2025 To Appoint Members to the Parish Liaison Group.**
It was agreed that all Parish Councillors may attend the Parish Liaison Group if they wish.
- 11/05/2025 Policies Update.**
11.1 It was agreed to approve Hampton PC Financials Regulations.
11.2 It was agreed to approve Hampton PC Standing Orders.
11.3 It was agreed to approve Hampton PC Privacy Policy.
11.4 It was agreed to approve Hampton PC Email Policy.
11.5 It was agreed to approve Hampton PC FOI Publication Scheme.
- 12/05/2025 Planning / Tree Works Applications Update.**
- 25/00467/FUL - 18 Marketstede Hampton Hargate Peterborough - Change of use from residential dwelling (C3) to children’s home (C2) for maximum of 4no. children aged 8-17 years.
Hampton Parish Council formally objects to this planning application due to inadequate parking provisions. Existing parking issues in Hampton are already significant, and this development would further exacerbate the problem.
- [25/00467/FUL | Change of use from residential dwelling \(C3\) to children’s home \(C2\) for maximum of 4no. children aged 8-17 years | 18 Marketstede Hampton Hargate Peterborough PE7 8FA](#)
- 13/05/2025 Planning Decisions.**
- 25/00332/HHFUL - 4 Four Chimneys Crescent Hampton Hargate Peterborough PE7 8ED - Proposed single storey rear extension.
Decision – Permitted.

14/05/2025 Finance Update.

14.1 It was agreed to approve the below schedule of payments for May, Cllr C Wiggin proposed, Cllr V Patel seconded and all were in favour.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
-	-	-	-	-
<u>Expenditure</u>				
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	Small Holdings Allotments Act 1908 S23, 26 AND 42
Peterborough Ltd	Bulky Waste April	£1,238.10	Bacs	Highways Act 1980, s130
Ionos	Website Fee	£14.40	Card	LGHA 1972 s.266
Narkedesign	Website construction, email accounts and allotment site	£934.00	Bacs	LGHA 1972 s.266
	Total	£18,296.28		
<u>Income</u>				
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 The Clerk presented the budget control, bank statements and the below Financial Officers Report to members of the PC. It was agreed to approve the Financial Officers Report, Cllr Z O'Sullivan proposed, Cllr L Sharp seconded and all were in favour.

(1) Financial Statement

Appended is a statement for the Revenue including half the precept account as at 30/04/2025 showing an expenditure of £24,218.98 and an income of £49,955.00 along with bank statements, budget control and a bank reconciliation statement.

(2) Bank Reconciliation

Balances as of 30/04/2025

Current Account Barclays		5,959.44	
Reserve Account Barclays		129,255.68	
CIL account		131,289.63	
Allotment Account		4,765.06	
Key Deposit Account (Allotments)		2,507.56	
Petty Cash Card		42.96	
Less unrepresented payments	-17,057.22		
Plus outstanding credits	15,154.82		
	<u>-1,902.40</u>		
		-1,902.40	
		<u>271,917.93</u>	
			271,917.93
Movement			<u>-25,736.02</u>
Cash Book			
Expenditure	(Excl investments)	-24,218.98	
Income	(Excl investments)	49,955.00	25,736.02

15/05/2025 To Note PKF Little John End of Year Report for 2023-2024

PKF Littlejohns report for the year end 2023/2024 was circulated to members of the PC prior to the meeting. The Clerk advised members when the internal audit was completed with the locum clerk she did not have access to certain information and the internal audit was completed online. The clerk advised the issues that have been raised from the internal auditor for 2023/2024 have now been rectified.

16/05/2025 Update on Hampton PC Office.

Due to Cllr Antunes not proving the relevant information for Deskgo, the Clerk will continue to work from Active Hamton and this has been deferred to June's PC meeting.

17/05/2025 Correspondence and Communication.

A resident has reported damage to their fence, which was caused by the different ground levels of his garden to the Hampton Vale allotment site which then causes flooding issues. It was agreed that Cllr R Antunes would conduct a site visit to assess the situation, and the Clerk would confirm the details of Hampton Parish Council's insurance coverage.

18/05/2025 **Items for next agenda.**

- Anti Social Behaviour
- End of Year Accounts 2024/2025
- Secondary Committee Review.
- Hampton PC Parish Plan.
- War Memorial Monument.
- School Crossing Patrol.
- Summer Festival.

19/05/2025 **Date and time of the next Full Council meeting.**

Thursday 5th June 2025 – 19:15

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Closure of the meeting – 22:00