

MINUTES

EXTRA ORDINARY MEETING

17th April 2025

An Extra Ordinary Meeting for Hampton Parish Council was held on 17th April 2025 at 19:15pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

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

Emily Pacey – Clerk and Responsible Financial Officer

- 19/04/2025 Public Participation**
No members of the public attended the meeting.
- 20/04/2025 To receive apologies for absence.**
Cllr C Ryan and Cllr C Guyton sent their apologies.
- 21/04/2025 To receive Declarations of Interest.**
Cllr V Patel – Agenda item 25/04/2025 25.3 Grant Application Hampton In Action
- 22/04/2025 To approve the minutes of the previous Full Council meeting held on 3rd April 2025.**
It was proposed by Cllr V Patel, seconded by Cllr B O’Sullivan and all agreed to approve the minutes of the previous Full Council meeting held on the 3rd April 2025.
Cllr K Toynton Ward signed the minutes.
- 23/04/2025 Planning / Tree Works Applications Update.**
- 25/00395/FUL - Jewson Club Way Cygnet Park - Refurbishment and reconfiguration of existing builders merchant (sui generis) including external works to existing warehouse, new yard layout including revised external storage arrangements including storage racking and covered storage racking, tool hire compound, revised car parking and servicing arrangements, and associated works.
Hampton Parish Council have no comment on this application.
 - 25/00388/REM - Land To The North Of Norman Cross London Road Peterborough - Reserved matters submissions seeking approval for access, layout, scale, appearance and landscape pursuant to outline permission ref

09/01368/OUT relating to Phase 2 of Ownership Area O, for the erection of a new primary and nursery school and associated works.

Hampton Parish Council have no comment on this application.

- 25/00438/HHFUL - 3 Cornflower Avenue Hampton Vale Peterborough - Orangery to rear elevation.

Hampton Parish Council have no comment on this application.

24/04/2025 Planning Decisions.

- 25/00223/CLE - 28 Clayburn Road Hampton Centre Peterborough PE7 8GL - Existing use as a 5no. bedroom HMO.
Decision – Lawful
Decision Issued – 31st March 2025.
- 25/00037/HHFUL - 95 Hargate Way Hampton Hargate Peterborough PE7 8DY - Installation of lean to clear perspex sloped roof veranda to rear of property - (part-retrospective).
Decision – Permitted
Decision Issued – 2nd April 2025.

25/04/2025 Finance / HR Update.

25.1 It was proposed by Cllr C Wiggins, seconded by Cllr I Pratt and all were in favour to approve the below schedule of payments.

Payee	Description	Total	Method	Powers
-	-	-	-	-
Expenditure				
Active Hampton	Meeting 8th May 2025	£69.00	Bacs	LGA 1972, s.133
Active Hampton	EO Meeting 17th April 2025	£52.00	Bacs	LGA 1972, s.133
Active Hampton	Extra Half an Hour for Meeting held on the 3rd April	£8.00	Bacs	LGA 1972, s.133
Active Hampton	Temp Office - Clerk 9th April 2025	£88.00	Bacs	LGA 1972, s.133
Active Hampton	Temp Office - Clerk 16th / 17th April 2025	£154.00	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
Wave	Allotment Water Charge	£123.35	DD	Small Holdings Allotments Act 1908 S23, 26 AND 42
Vistaprint	10xA2 posters (Bulky Waste)	£29.35	Card	LGA 1972 S133
Ionos	Website	£14.40	Card	LGHA 1972 s.266
Defib Store	Battery and Pads	£621.60	Card	Highways Act 1980, s130
PKF Littlejohn	External Audit 2023/2024	£978.00	Bacs	Local Audit and Accountability Act 2015

	Total	£4,804.13		
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25.2 HR Update. – Cllr Z O’Sullivan informed members that the HR Committee has agreed to adjust the Clerk's pay date to the 26th of each month, with payments made via standing order. Additionally, it was decided to revise the Clerk's working hours for increased flexibility, setting them from 08:30 to 18:30. These changes will be incorporated into the Clerk's contract.

A HR review with the Clerk, Cllr Z O’Sullivan and Cllr H Fields will take place on the 13th May.

25.3 A grant application for £100.00 from Hampton In Action was received. It was proposed, seconded and all were in favour to approve Hampton In Actions grant application for £100.00. It was agreed for receipts to be submitted monthly.

26/04/2025 Bulky Waste Update.

26.1 Hamptons Bulky waste collection has been confirmed for 26th April and 11th October at Hampton Library and Sports Centre from 10.00am – 2.00pm.

Cllr C Wiggins, Cllr B O’Sullivan, Cllr H Fields, Cllr T Fields, Cllr L Sharp, Cllr Z O’Sullivan and Cllr C Ryan have volunteered to assist with the bulky waste collection. It was agreed for the Clerk to issue a rota.

Cllr V Patel has placed posters in the noticeboards around Hampton promoting the bulky waste collection.

It was agreed for the volunteers to keep record of the number of residents from Hampton Hargate and Hampton Vale.

27/04/2025 PKF Little John End of Year Report for 2023-2024

The will be added to May’s Full Council Meeting.

28/04/2025 Update on Hampton PC Office.

The Clerk advised, she had confirmed with Peterborough Cars that working in the Parish Office is permitted until the refurbishment begins. Cllr L Sharp inquired whether the existing lease terms allows the Clerk to return to working in the office. It was agreed for the Clerk to seek clarification on the lease arrangement / expiry date and if the existing lease is no longer valid then the Clerk would continue to work from Active Hampton two days per week.

Cllr R Antunes informed the Council he has secured an new office space for two days per week at Desko. He also advised there is a meeting room which is suitable for PC meetings.

It was agreed for the Clerk to present a detailed breakdown of the outline costs, frequency, and specifics of the services provided by Desko and Active Hampton at May’s Full Council meeting.

29/04/2025 Peterborough City Council’s Draft Local Plan Consultation.

A detailed discussion on Peterborough City Council’s draft local plan took place between Councillors.

Cllr C Wiggin presented parts of the local plan that would affect Hampton Parish Council

- *Policy LP2 - Settlement Hierarchy and the Countryside - detailing future housing growth plans across the city council area*
- *Policy LP4 - Sustainable Urban Extensions and New Settlements - detailing how new urban extensions and settlements are planned - concerns that infrastructure requirements are not sufficient and will place strains on existing settlements.*

Additionally point d) states that there should be “appropriate” provision for retail, leisure, social, community and health facilities, without defining what appropriate is (how much, who decides, who ensures it happens - our experience in Hampton is that land was allocated for a new GP surgery but the time limit for this happening was too short and the land was reallocated for other purposes, meaning we now have a crisis in local GP care).

- *Policy LP13 / 7.66 Multi Occupation Dwelling - To enable the monitoring and management of new HMOs, in January 2024 the council introduced an Article 4 Direction to remove permitted development rights for small HMOs in the following areas Hampton, Fletton and Woodston area, Park area. The Parish Council supported the introduction of Article 4 in the Hampton Area, believes it has had a positive impact, and would like to see this continue.*
- *Policy LP20 - Town Centres - noting the additional classification of Eagle Way (Hampton Centre) as a local centre and requested that parcel TC4 as appears in the Hampton masterplan be included within the Eagle Way local centre as this land is designated as a “town square”.*
- *Policy LP28 - Safeguarded land for key infrastructure - noting that there is no land safeguarded for a railway station as promised in the Hampton masterplan.*
- *Appendix 4 - Parking Standards - noting the updated parking requirements and supporting the proposal that there should be one space per bedroom for C4 HMOs.*

It was agreed for the Clerk on behalf of Hampton PC to comment on the consultation raising the above issues, once members of the public had a chance to review comments at the Annual Meeting of the Parish.

30/04/2025 Annual Parish Meeting

30.1 – Due to the VE Day event scheduled at 18:00 at the War Memorial, it was agreed that Hampton’s Annual Parish Meeting will take place at 18:30 at Active Hampton. Additionally, it was agreed to purchase VE Day banners, a VE Day flag, and biscuits for the Annual Parish Meeting.

Cllr B O’Sullivan advised he will be purchasing a VE Day banner for the War Memorial.

31/04/2025 Correspondence and Communication.

Nothing to report.

32/04/2025 Items for next agenda.

- F&GP Committee Review

33/04/2025 Date and time of the next Full Council meeting.

Annual Parish Meeting – Thursday 8th May at 18:30.

Annual Meeting - Thursday 8th May 2025 at 19.30.

Closure of the meeting – 21.40