

MINUTES

Finance & General – Purpose Committee Meeting 20th March 2025

Hampton Parish Councils Finance & General – Purpose Committee Meeting was held on 20th March 2025 at 19:15 at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr V Patel (Chairman), Cllr Z O’Sullivan, Cllr L Sharp, Cllr B O’ Sullivan, Cllr T Fields, Chair of Hampton Hargate Allotment Society.

Emily Pacey – Clerk and Responsible Financial Officer

01FGP/03/2025 Public Participation

The Chair of Hampton Hargate Allotment Society discussed his proposed amendments to the Allotment Tenancy Agreement for April 2025.

02FGP/03/2025 To receive apologies for absence.

Cllr K Toynton Ward, Cllr I Pratt, Cllr C Wiggins and Cllr C Ryan sent their apologies.

03FGP/03/2025 To receive Declarations of Interest.

No members declared an interest on this agenda.

04FGP/03/2025 To approve the minutes of the previous Finance and General Purpose Committee meeting held on 27th February 2025.

It was agreed to approve the minutes of the previous Finance and General Purpose Committee meeting held on the 27th February, Cllr T Fields proposed, Cllr B O’Sullivan seconded and all were in favour.

05FGP/03/2025 Finance

5.1 It was agreed to approve the below schedule of payments, Cllr Z O’Sullivan proposed, Cllr T Fields seconded and all were in favour.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>
-	-	-	-
<u>Expenditure</u>			
CAPALC	Chairmanship Training - 15/02/2025 - Cllr R Antunes	£50.00	Bacs
Active Hampton	Room Hire for PC meetings and Clerk Temporary Office March	£600.00	Bacs

Viking	Stationery / Ink / Paper / Folders	£134.14	Card
Clerk	Petty Cash	£500.00	Bacs
	Total	£1,284.14	

5.2 Cllr L Sharp requested for the Clerk to publish all petty cash transactions going forward regardless of spend level.

06FGP/03/2025 Allotment Update.

6.1 – Tenancy Agreement Amendments.

The tenancy agreement with the proposed amendments from the Chairs of Hampton Hargate and Hampton Vale Allotment Society was circulated to members prior to the meeting.

The agreement was discussed in great detail and it was agreed to recommend approval at April's Full Council Meeting. A comprehensive review of the agreement and constitution will take place before the Allotment Society AGM, which is being held on the 3rd October 2025.

6.2 – Plot Payment Structure from April 2025.

It was agreed for all future payments for allotment plots, membership fees and key deposits will now only be paid for by BACS.

6.3 – Allotment Finance.

An updated financial report for the Allotment Finance was circulated to members prior to the meeting. The report was discussed in detail and it was agreed to pay the remainder of the membership fees that are due to the Allotment Society.

£120.00 is due to Hampton Vale and £82.00 is due to Hampton Hargate.

It was agreed to refund key deposits to plot holders who have relinquished their allotment plot and handed back their allotment key.

6.4 – Update from Hampton Angling.

Nothing to report.

07FGP/03/2025 Bulky Waste Collection.

7.1 – To note dates for the bulky waste collection.

It has been confirmed the dates for the bulky waste collection for Hampton will be on the 26th April and 11th October 2025.

7.2 - Re-confirm hours and location of venues based on prices for 2025/2026.

For 2024 bulky waste collection the Parish Council paid for four hours and three locations (Hampton Hargate Allotment site, Hampton Vale Allotment site and the Leisure Centre), the total cost for this was £1,116.09.

For 2025 bulky waste collection the price for four hours is £1,031.75 and the price for six hours is £1,267.12.

It was proposed to ask for a contribution of £150.00 each from Hampton Hargate and Hampton Vale Allotment Society, if both allotment societies agree then Hampton Parish Council will apply for 6 hours which 4 hours will be dedicated to the Leisure Centre and then 45 minutes each will be dedicated to both allotment sites and for the use of allotment plot holders only.

If the allotment society doesn't agree to pay the contribution then the Parish Council will apply for four hours for the Leisure Centre site only.

It was agreed the deadline for a response from the Allotment Society would be Friday 28th March, this will allow sufficient time to produce posters and advertise the details for the collections.

08FGP/03/2025

Planning Applications.

- 25/00223/CLE - 28 Clayburn Road Hampton Centre Peterborough PE7 8GL - Existing use as a 5no. bedroom HMO.
<https://planpa.peterborough.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S6HABMLKYV00>

Hampton Parish Council have no objection to this planning application.

09FGP/03/2025

Planning Decisions.

- 24/0187/FUL - 4 Ashbourne Road Hampton Centre Peterborough PE7 8BT - Erection of two-storey annexe to Premier Inn, alterations to the car park and associated works.
Decision - Permitted.
- 25/00158/CLE - 110 Eagle Way Hampton Vale Peterborough PE7 8EA - HMO - occupation of house for up to 6 people.
Decision – Lawful.
- 25/00057/HHFUL - 201 West Lake Avenue Hampton Vale Peterborough PE7 8LN - Demolition of conservatory, two storey extension to rear and single storey extension to rear.
Decision – Permitted.

10FGP/03/2025

Clerks Report and Presentation on Financial Reporting.

The Clerk advised instead of using Rialtas software to report on financial matters, she has previously used excel spreadsheets.

The clerk presented an example of an excel spreadsheet and demonstrated how it can be used to analyse different financial data.

It was proposed by Cllr L Sharp to recommend using excel to report on financial matters at April's full Council Meeting.

11FGP/03/2025

Action List Update.

The updated action list was circulated to Committee members prior to the meeting, it was agreed to add a separate column on the action list for F+GP actions and Bronze Award actions

12FGP/03/2025

Items for next agenda.

- Allotment Tenancy Agreement and Constitution.

13FGP/03/2025

Date and time of the next F+GP Committee Meeting.

17th April 2025

Closure of the meeting – 21.45