

MINUTES

FULL COUNCIL MEETING

5th June 2025

A Full Parish Council meeting for Hampton Parish Council was held on 5th June 2025 at 19:15pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr B O’Sullivan (Chair), Cllr C Wiggin (Vice Chair), Cllr Z O’Sullivan, Cllr V Patel, Cllr T Fields, Cllr I Pratt, Cllr C Guyton, Cllr S Masterson, Cllr A Mehta, Cllr R Antunes, Cllr H Fields, Cllr L Sharp, one member of the public attended the meeting.

Emily Pacey – Clerk and Responsible Financial Officer

Cllr B O’ Sullivan requested for Cllr V Patel to present parish councils documents relating to the meeting on the full screen so all Councillors can view the documents.

01/06/2025 Public Participation

An allotment holder attended the meeting to express their concerns about the Parish Council not agreeing for the bulky waste collection to be at Hampton Hargate and Hampton Vale Allotments.

A resident has expressed concerns regarding the Hampton Vale Community Centre. Cllr R. Antunes has committed to addressing this matter with the Community Centre in his capacity as Ward Councillor.

02/06/2025 Ward Councillors Reports.

All Ward Councillors were invited to submit a written report for the Parish Council meeting.

Ward Cllr Mohammed Farooq submitted the below written report –

1 Few residents have approached me regarding bulky waste collection being missed at Hargate allotments. Can we please put allotments back on the timetable. I have spoken to Cllr Patel regarding this and have advised residents to get in touch with yourself directly.

2 With the Parish council being in fortunate position financially, can we please actively seek community groups and support them and extend their services.

Cllr V Patel wanted to confirm to Councillors he did not speak with Cllr M Farooq about the bulky waste collection, he spoke with him to discuss issues with Active Hampton.

Ward Cllr C Wiggin sent the below written report –

1 Following the Annual Council meeting in May, no decision has been made on committee allocations for next year, so several council committee meetings have been cancelled.

2 I have been working with Sam Carling MP to remove a van registered SORN parked on Higney Road, this is proving difficult to get the DVLA to act. I have also dealt with casework regarding housing, anti-social behaviour, bollards, streetlights, and removing graffiti.”

03/06/2025 To receive apologies for absence.

Cllr C Ryan and Cllr K Toynton Ward sent their apologies.

04/06/2025 To receive Declarations of Interest.

No members declared an interest on this agenda.

05/06/2025 To approve the minutes of the Annual Council Meeting held on 8th May 2025.

It was agreed to approve the minutes of the Annual Council Meeting held on the 8th May 2025, Cllr V Patel proposed, Cllr T Fields seconded and all were in favour.

06/06/2025 Planning Applications Update.

- 25/00547/CLE - 23 Lady Charlotte Road Hampton Hargate Peterborough PE7 8AE - Lawful use as house in multiple occupation (HMO) for up to 6 people (Class C4) - [25/00547/CLE | Lawful use as house in multiple occupation \(HMO\) for up to 6 people \(Class C4\) | 23 Lady Charlotte Road Hampton Hargate Peterborough PE7 8AE](#)

Hampton Parish Council have no comment on this application.

- 25/00607/CLP - 41 Alder Road Hampton Hargate Peterborough PE7 8BU - Install a garden room 6m wide x 3m depth x 2.4m high using studs to secure the mobile aluminium frame. - [25/00607/CLP | Install a garden room 6m wide x 3m depth x 2.4m high using studs to secure the mobile aluminium frame | 41 Alder Road Hampton Hargate Peterborough PE7 8BU](#)

Cllr V Patel informed members of the PC this application has already been decided by Peterborough City Council, no comments can be made on this application.

- 25/00643/CLP - 21 Lornas Field Hampton Hargate Peterborough PE7 8AY - Demolition of existing conservatory and construct new ground floor rear extension - [25/00643/CLP | Demolition of existing conservatory and](#)

[construct new ground floor rear extension | 21 Lornas Field Hampton Hargate Peterborough PE7 8AY](#)

Hampton Parish Council have no objection to this planning application.

07/06/2025 Planning Decisions.

- 25/00438/HHFUL - 3 Cornflower Avenue Hampton Vale Peterborough PE7 8PB - Orangery to rear elevation.
Permitted – 12th May 2025.
- 25/00374/HHFUL - 15 Ilex Close Hampton Hargate Peterborough PE7 8AD
Single storey front extension, loft conversion and with internal alterations.
Permitted – 15th May 2025.

08/06/2025 Secondary Committee Review.

A detailed discussion was conducted among Councillors regarding the advantages and disadvantages of establishing a secondary committee. Cllr V Patel proposed disbanding the Financial and General Purpose Committee without forming a Secondary Committee. If an extension from the planning authority for comments on planning applications cannot be secured, an Extraordinary Meeting would be convened by the Chair. Furthermore, Cllr V Patel suggested reinstating a Recreation Working Party that would encompass Allotments and the Angling Association. This proposal was seconded by Cllr C Guyton and received unanimous approval, except for an objection from Cllr T Fields.

Members of the working party will be determined at the Full Council meeting in July. The Clerk advised she will email the terms of reference for the Recreation Working Group.

09/06/2025 To appoint one member to the HR Committee.

It was agreed to appoint Cllr Guyton to Hampton PC HR Committee, Cllr Z O'Sullivan proposed, Cllr I Pratt seconded and all were in favour.

10/06/2025 Finance

10.1 It was agreed to approve the below schedule of payments for June 2025, Cllr S Masterson 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 - w/c 12th May / 2nd June (including PC meeting on the 5th June)	£706.00	Bacs	LGA 1972, s.133
Clerk	Payroll	£1,704.21	Bacs	LGHA 1989 s7
HMRC	Employee Deductions	£515.98	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	Membership	£240.00	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen (May)	£6,404.66	Bacs	Highways Act 1980, s130
LGS Services	Payroll Services for 2024	£59.40	Bacs	LGHA 1972 s.266
Tesco	Clerk Mobile	£89.00	Card	LGA 1972
Tesco	Mobile Contract	£15.00	Card	LGA 1972
Tesco	Biscuits for APM (8th May) and Stationery	£46.89	Card	LGA 1972
Safety Signs 4 Less	x4 deep water signs for H/Vale Allotments	£62.59	Bacs	Small Holdings Allotments Act 1908 S23, 26 AND 42
Wave	Water Bill - Allotments	£60.39	DD	Small Holdings Allotments Act 1908 S23, 26 AND 42
Allotment Holders	Key Deposits for allotments X4 Keys	£100.00	Bacs	
Ionos	Website	£30.00	DD	LGHA 1972 s.266
Rialtas	Accountancy Software for 2024	£123.11	Bacs	
R Ash	Maintenance for fence at H/Hargate allotments	£23.75	Bacs	
H/Hargate	Membership Fees	£570.00	Bacs	
H/Vale	Membership Fees	£580.00	Bacs	
	Total	£11,777.22		
<u>Income</u>				
Allotment H/Vale	Allotment Plots and Memberships	£372.00	Bacs	
Allotment H/Hargate	Allotment Plots and Memberships	£612.00	Bacs	
HMRC	VAT Return 2024-2025	£15,061.82	Bacs	
	Total	£16,045.82		

10.2 The internal audit report was completed on the 21st May 2025, it was agreed to approve the internal audit report for 2024/2025 end of year accounts, Cllr R Antunes abstained due to not reviewing the information that had been provided.

10.3 It was agreed to approve the Annual Governance Statement (AGAR 2024/2025), Cllr V Patel seconded, Cllr T Fields seconded and all were in favour. Cllr R Antunes abstained due to not reviewing the information that had been provided.

10.4 It was agreed to approve the Accounting Statements (AGAR 2024-2025), Cllr L Sharp proposed, Cllr I Pratt seconded and were in favour. Cllr R Antunes abstained due to not reviewing the information that had been provided.

11/06/2025 Allotments Update.

11.1 To review the bulky waste collection

Over twenty complaints have been received from Allotment Holders concerning the Parish Council's discontinuation of the bulky waste collection at the allotment sites. It was decided that the Clerk would contact both Chairs of the allotment society (HH and HV) to inform them that the Parish Council is reviewing their procedures. A recreation meeting will be held after July's FC meeting. This timeline will allow the terms of reference for the Recreation Working Group and members to be established during July's FC meeting.

11.2 It was agreed to approve the transfer of membership fees that have been received from the allotment holders to the Allotments Society (Hampton Hargate - £570.00 and Hampton Vale £580.00) Cllr C Wiggin proposed, Cllr Z O'Sullivan seconded and all were in favour.

12/06/2025 Update on Hampton PC Office.

The Clerk reported receiving an update from a member working in the taxi office, indicating that Serpentine Green has approved the refurbishment works for the taxi office. However, no layout plans for the office have been provided yet. Since no contact information for Deskgo has been received from Cllr R Antunes, it was agreed that the Clerk will continue working from Active Hampton for June, and this matter will be discussed at the July Parish Council meeting.

13/06/2025 Anit Social Behaviour in Hampton.

This has been deferred to July's PC meeting.

14/06/2025 Hampton Parish Council Parish Plan.

Cllr C Wiggin proposed creating a parish plan, with support from other Councillors. The plan should include Hampton Parish Council's mission statement and priorities. Councillors will draft suggestions for July's FC meeting.

15/06/2025 War Memorial Monument.

This has been deferred to July's PC meeting.

16/06/2025 Summer Festival.

Cllr R Antunes proposed organising a summer festival with community stalls, highland games, music, and more. It was agreed to re-consider at a later date with a view for any such event to be facilitated in Summer 2026, if deemed feasible by the Parish Council at a further PC meeting.

17/06/2025 Hampton Parish Councillors

17.1 To discuss Code of Conduct.

In light of the recent online abuse directed at certain Councillors, the Chair would like to remind all Councillors to conduct themselves with mutual

respect for one another and to adhere to the Councillors Code of Conduct Policy.

17.2 To review Councillor Training.

It was agreed for the Clerk to email CAPAL's training course details to members of the PC.

18/06/2025 Correspondence and Communication.

No correspondence received.

19/06/2025 Items for next agenda.

It was agreed for all agenda items proposed by a Councillor would require a brief report submitted at the time of the agenda being published to allow Councillors to review it prior to the Full Council Meeting, this includes all deferred items from June's agenda.

- School Crossing Patrol
- Community Grants
- Bronze Award

20/06/2025 Date and time of the next Full Council meeting.

Thursday 3rd July at 19:15.

Closure of the meeting – 21.50