

MINUTES

FULL COUNCIL MEETING

Thursday 3rd July 2025

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 3rd July 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 K Toynton Ward, Cllr H Fields, Cllr T Fields, Cllr S Masterson, Cllr C Ryan, Cllr C Guyton, Ward Councillor John Howard,

Emily Pacey – Clerk and Responsible Financial Officer

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

01/07/2025 Public Participation

No members of the public attended the meeting.

02/07/2025 Ward Councillors Reports

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

Ward Councillor John Howard provided the following update -

CCTV Project for the Tump – He attended a site meeting with other Councillors and the Police and Crime Commissioner to discuss installing CCTV at the Tump, Hampton Hargate. He advised this will hopefully improve safety and reduce anti social behaviour. The CCTV is viable *in principle*—pending confirmation of adequate power supply from an existing lamp post. For one camera + 2-year maintenance the cost would be £18,661 and for two cameras + 2-year maintenance would be £31,300. A grant application for £5,000 has been submitted to the Police and Crime Commissioner, Additional funds would be provided by Councillor John Howard from his CLF Fund.

Lighting Around The Tump - Quotes are still being obtained to improve lighting in the area.

O&H Update- A new contact is needed within O&H as prior employees have left. John advised he will contact CPC Estates to inform them of the event that is being held on the Tump on the 12th July.

Bins – the bin outside the Onestop shop, Hampton Hargate will be removed.

Cllr C Wiggin submitted the below report –

Council business is now back to normal, after the minority Labour administration survived a vote of no confidence. Members have been appointed to committees after a month delay.

I have been appointed to the following committees for this municipal year: Licensing Committee, Shareholder Committee, Financial Sustainability Working Group, Fly Tipping and Waste Policy Working Group Cambridgeshire Police and Crime Panel.

In Hampton I have been dealing with the following issues:

- Abandoned van on Higney Road – DVLA have finally taken action on this, thanks to Sam Carling MP for chasing this up for me, despite DVLA initially insisting the vehicle was not on public highway and having to obtain proof from the City Council that it was.
- I have chased the City Council to repair and replace broken fencing at the outdoor gym on Eagle Way, following concerns from neighbouring properties that this site is at risk of unauthorised encampment.
- I have reported numerous missing wooden posts, including on Vale Drive near the bus stop that left quite a large and dangerous hole in the path. The hole has been temporarily filled and the post is scheduled to be replaced later in the year.
- Graffiti at several sites on London Road has been cleaned after I reported it to the City Council.
- I have continued to report abandoned trolleys across Hampton (59 in total in the last 12 months) and I am seeking a meeting with Serpentine Green management to see what can be done to stop Tesco and M&S trolleys being removed from the Serpentine Green site.
- Notification was received that the planning inspector has rejected the appeal against the decision to refuse planning permission for a residential institution at 4 Swift Close.
- Consultations on what PCC will look like – reorganising
- Consultation on library services ends in August.

Cllr V Patel informed members of an unauthorised encampment of travellers currently located at John Clare Recreation Ground in Gunthorpe. He expressed serious concern that the broken wooden posts near Hampton Community Park have not yet been repaired, leaving the site vulnerable to unauthorised access. He confirmed he reported this issue to Peterborough City Council on 29th April, but no remedial work has been carried out to date.

03/07/2025

To receive apologies for absence

Cllr I Pratt, Cllr L Sharp and Cllr A Mehta sent their apologies.

04/07/2025

To receive Declarations of Interest

No members declared an interest on this agenda.

05/07/2025

To approve the minutes of the previous Council Meeting held on 5th June 2025

It was agreed to approve the minutes of the previous meeting held on the 5th June 2025, Cllr V Patel proposed, Cllr C Guyton seconded and all were in favour.

06/07/2025 Planning Applications Update

- 25/00600/HHFUL - 7 Thompsons Ground Hampton Hargate Peterborough - Proposed three-storey side extension and boundary wall. [25/00600/HHFUL | Proposed three-storey side extension and boundary wall | 7 Thompsons Ground Hampton Hargate Peterborough PE7 8AU](#)
Hampton Parish Council have no comment on this application.

07/07/2025 Planning Decisions

- 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).
Decision – Lawful
- 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.
Decision – Lawful
- 25/00204/FUL - Aldi Foodstore Brickburn Close Hampton Centre Peterborough PE7 8NZ - Proposed extension of existing car park with associated landscaping and ancillary works.
Decision – Application withdrawn by applicant.

08/07/2025 Finance, HR and Policies Update

8.1 It was agreed to approve the schedule of payments for July 2025, Cllr C Wiggin proposed, Cllr S Masterson seconded and all were in favour.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
-	-	-	-	-
Expenditure				
Active Hampton	Temp Office for Clerk - 12th June, 19th June, 25th June, 26th June, 2nd July, 3rd July (including PC meeting on the 3rd July)	£526.00	Bacs	LGA 1972, s.133
Active Hampton	Meeting Room - HR Meeting 26th June	£24.00	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
Peterborough Ltd	Lengthsmen (June)	£6,404.66	Bacs	Highways Act 1980, s130
Tesco	Mobile Contract	£15.00	DD	LGA 1972
Ionos	Website	£30.00	DD	LGHA 1972 s.266
Ionos	Website	£14.40	DD	LGHA 1972 s.266
CAPALC	Cllr Training – H Fields, T Fields, B O’Sullivan, Z’O Sullivan, A Mehta	£375.00	Bacs	
	Total	£10,055.49		

8.2 It was agreed to approve the below Financial Offices Report, Cllr K Toynton Ward proposed, Cllr C Ryan seconded and all were in favour.

(1) Financial Statement

Appended is a statement for the Revenue including half the precept account as at 25/06/2025 showing an expenditure of £46,731.49 and an income of £51,420.45 along with bank statements, budget control and a bank reconciliation statement.

(2) Bank Reconciliation

Balances as of 25/06/2025

Current Account Barclays	13,888.53	
Reserve Account Barclays	109,601.45	
CIL account	131,289.63	
Allotment Account	4,330.33	
Key Deposit Account (Allotments)	2,516.24	
Petty Cash Card	103.39	
	-	
Less unrepresented payments	10,858.70	
Plus outstanding credits		
	-	
	10,858.70	
	-10,858.70	
	250,870.87	
		250,870.87

Movement			-4,688.96
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Cash Book

Expenditure	(Excl investments)	-46,731.49	
Income	(Excl investments)	51,420.45	4,688.96

8.3 It was agreed to approve Hampton's PC Grievance Policy, Cllr C Masterson proposed, Cllr V Patel seconded and all were in favour.

8.4 It was agreed to approve Hampton Parish Councils Complaints Policy, Cllr C Ryan proposed, Cllr Z O'Sullivan seconded and all were in favour.

8.5 HR Update – Cllr Z O'Sullivan informed members a HR meeting held on 26th June, at the meeting it was agreed to approve the Clerk's appraisal which was held on 13th May. It was agreed that the Clerk will be granted 2 hours of paid study time per week to support completion of her CilCA qualification. All councillors were asked to send their comments/feedback for the Clerk's next appraisal in advance.

09/07/2025 Allotment / Recreation Update

9.1 It was agreed to appoint Cllr S Masterson, Cllr B O'Sullivan, and the Clerk to the Recreation Working Group.

As Cllr A Mehta, Cllr I Pratt, Cllr L Sharp, and Cllr R Antunes were not present at the meeting, the Clerk will contact them to ask if they wish to join the Working Group. An online meeting will be scheduled for late July or early August.

9.2 It was agreed to approve the Terms of Reference for the Recreation Working Group. The document outlines the group's objectives, scope of work, membership, and reporting structure. It was agreed to locate the lease agreement between the Parish Council and O&H for the allotment land.

9.3 It was agreed that the bulky waste collection in October will take place over a six-hour period with the following schedule:

- 10:00am – 2:00pm: Hampton Leisure Centre
- 2:05pm – 3:00pm: Hampton Hargate Allotments
- 3:05pm – 4:00pm: Hampton Vale Allotments

The collection at the allotment sites will be funded from the allotment account..

9.4 Be Home Smart Limited – The quotation to install four water troughs at Hampton Vale Allotments from Be Home Smart Limited has not yet been received.

It was agreed that the Recreation Working Group will seek alternative options and present findings at a future Full Council meeting.

10/07/2025 Update on Hampton PC Office

As no contact details for Deskgo have been provided from Cllr R Antunes, the clerk will continue to work from Active Hampton two days per week.

Refurbishment work has started at the Parish Office at Serpentine Green, however still no layout / design plans or time scale has been provided. It was agreed that the Clerk will begin exploring alternative options for the Parish Council's office space.

11/07/2025 Anit Social Behaviour in Hampton

Cllr C Ryan's report on anti-social behaviour was circulated to members of the Parish Council prior to the meeting.

Cllr Ryan advised that he is planning to run youth engagement projects during the summer of 2026 and requested for the Parish Councils support.

He confirmed that he will prepare a new report and present it to members at the beginning of next year.

12/07/2025 Hampton Parish Council Parish Plan

This has been deferred to August PC meeting.

- 13/07/2025 War Memorial Monument**
 Cllr C Ryan requested the Parish Council's support to engage with O&H regarding the installation of a war memorial monument at the memorial garden in Hampton.
 He noted that O&H has previously declined similar requests, but he wishes to revisit the discussion and arrange a site meeting.
 He advised that O&H's approval in principle would be required before a site survey could be conducted to assess the land's suitability.
 It was agreed that Cllr C Ryan and Cllr C Wiggin will engage with O&H and report back to the full council.
- 14/07/2025 Summer Festival 2026**
 It was agreed to place the Summer Festival 2026 project on hold, as the Parish Council wishes to prioritise other ongoing projects at this time.
- 15/07/2025 Community Grants**
 It was agreed that the Clerk will take steps to raise the profile of Hampton Parish Council and reach out to different community groups to encourage greater engagement.
- 16/07/2025 Hampton Parish Councils Bronze Award Update**
 16.1 Hampton Parish Council agreed to sign up to the Civility & Respect Pledge.
 16.2 The Clerk advised to meet the criteria for the Bronze Award, Hampton Parish Council needs to list all Parish Council meetings for the next year including the Annual Parish Meeting. It was agreed to add an events calendar to Hampton's PC website for the cost of £100.00.
- 17/07/2025 Civil Enforcement Officer & School Crossing Patroller**
Civil Enforcement Officer – The Clerk informed members that she had been in contact with Clair George, Head of Safer Communities at Peterborough City Council. It was confirmed that PES Officers are no longer employed, and that Civil Enforcement Officers are now responsible for parking enforcement only. The following rates were provided for a Civil Enforcement Officer to attend Hampton:
 • Monday – Friday: £31.75 per hour
 • Saturday – Sunday: £42.34 per hour
 • Travel time (approx. 20 minutes each way) must also be factored in.
 • Rates are subject to future pay increases.
 An agreement between PCC and Hampton Parish Council would be required, and participation would depend on officers volunteering for overtime. However, PCC is currently unable to progress this due to other commitments, but may revisit the matter in the coming months.
School Crossing Patroller – The Clerk informed members that Peterborough City Council has removed its School Crossing Patrollers, citing the presence of formal crossings. The service is no longer managed by PCC. The estimated cost to provide a patroller independently is approximately £7,000 per year (term time only), and would also need to include:
 • Hi-vis PPE
 • Appropriate signage
 It was agreed to explore whether Hampton Parish Council could factor this cost into the 2026–2027 budget.

18/07/2025

Correspondence and Communication

18.1 Grass Roots Football – Correspondence has been received from Hampton Football advising they have been in discussion with the Cricket Club who currently own land behind Hampton College School and Vivacity. They have expressed interest on bringing all parties including the school to develop a sporting complex for both Cricket and Football. Unfortunately from a footballing point of view they would have to maintain the pitch which they are happy to do but it comes with a large upfront costs such as a new mower, goals, nets, lining tools and potentially temporary lighting for the winter months. They have requested for the Parish Council to help initially develop this. It was agreed for the Clerk to email the Football Club Hampton Parish Councils grant application and invite them to a Parish Council meeting.

18.2 Skate Park Lights – Correspondence has been received from a resident asking if the lights at Hampton skatepark can be repaired or replaced as soon as possible. Currently, the lack of functional lighting significantly limits the safe and accessible use of the skatepark, especially during the early evening hours.

Cllr V Patel advised members of the PC he has chased this with Peterborough City Council as the lights are their responsibility. It was agreed for the Clerk to respond to the resident advising this and Cllr J Howard confirmed he will chase this up with Paul Robinson at Peterborough City Council.

19/07/2025

Items for next agenda

Article 4 Directive, Peterborough.

Drains – Hampton.

20/07/2025

Date and time of the next Full Council meeting.

Thursday 7th August at 19:15.

Closure of the meeting – 21.45