

Minutes Full Council 09/01/2025

Minutes of Full Council Meeting of Hampton Parish Council on 09 January 2025 at 19.15 at Active Hampton, Beaumont Way.

Members present:

Antunes	H Filelds	T Fields	
B O'sullivan	Z O'Sullivan		
	Ryan		Toynton Ward (Chair)

Also present: Locum Clerk/RFO B Boyer. And one member of the public

Members absent:

Guyton	Patel	Pratt	Sharp
Wiggin (Vice Chair)			

Members 13/14 (Quorum 5)

Meeting is open to members of the public.

Item	Resolutions	Action
125 01-2025	Public Forum: Members of the Public are invited to speak on items on the agenda . A member of the public expressed an interest in joining the council. They had already submitted an application form.	Clerk to add co-option to next scheduled agenda.
126 01-2025	Ward Councillors Forum Cllr Antunes reported that the PCC budget consultation was underway. He mentioned that there had been	
127 01-2025	To receive apologies of absence The council had received apologies from the following members: Cllrs Guyton, Patel, Pratt, Sharp and Wiggin. The council resolved to approve the apologies.	
128 01-2025	To receive Declarations of disclosable pecuniary interest or other interests in items on the agenda. There were none	
129 01-2025	To approve the minutes of the meeting 05 December 2024. The minutes of the meeting 05 December 2024 were approved as a true record of that meeting.	Clerk to publish online

130 01-2025	To note the minutes of the Human Resources and Employment Committee Meeting minutes 23 December 2024. Any recommendations to be approve under separate item in confidential session. Noted.	
131 01-2025	To elect a Chair of the HR committee and review the committee's membership. Following the resignation of Cllr Prat from his position of chair to the committee, the council appointed Cllr Zoe O'Sullivan to the chair of the Human Resources and Employment Committee.	
132 01-2025	To consider commenting on the following planning applications: a) <u>Proposed ground floor rear extension and internal alterations</u>  10 Archers Wood Hampton Hargate Peterborough PE7 8AW Ref. No: 24/01576/HHFUL The council resolved not to comment. b) <u>3x illuminated 'Cameo' sign, 3x illuminated Wave sign using the established Wendys text, 1x non illuminated sign, 2x non illuminated lettering, 1x electronic marketing screen and 1x illuminated free standing pylon sign</u>  Unit 3 Cygnet Road Cygnet Park Hampton Peterborough PE7 8FD Ref. No: 24/01562/ADV The council resolved not to comment. c) <u>24/01572/FUL Change of Use from C3 (residential dwelling) to C2 (residential institution) for up to 2 children (aged 4 to 18) 4 Swift Close Hampton Vale Peterborough PE7 8PW</u> The council resolved to object on the grounds of insufficient parking for visitors and employees and resulting highways obstruction.	
133 01-2025	To note the following planning decisions: <u>Discharge of condition C8b (fire hydrants) of reserved matters consent reference 22/00072/REM</u> Hampton Woods Parcel R09 Hampton Peterborough Ref. No: 24/01510/DISCHG Determined <u>Discharge of condition C8 (fire hydrants) of reserved matters consent 22/00072/REM</u> Hampton Woods Parcel R09 Hampton Peterborough Ref. No: 24/01456/DISCHG Determined	

	• <u>Outbuilding in rear garden for use as a beauty business - (retrospective)</u> 7 Howgate Drive Hampton Vale Peterborough PE7 8JU Ref. No: 24/01399/HHFUL Permitted • <u>Installation of a heat pump to the rear garden of property</u> 5 Beaumont Way Hampton Hargate Peterborough PE7 8DN Ref. No: 24/01338/HHFUL REFUSED • <u>Removal of some signage and graphics and installation of 2.no facia digital print vinyl store open hours and laminate, ACM panel, ATM Sign, ATM T&Cs Clip Frame and window manifestation applied to clear glazing</u> 64 Hargate Way Hampton Hargate Peterborough PE7 8DS Ref. No: 24/01317/ADV Permitted • <u>Existing use as 6no. bedroom HMO</u> 223 Four Chimneys Crescent Hampton Vale Peterborough PE7 8JQ Ref. No: 24/01265/CLE Lawful • <u>Engineering operations to provide a circulatory road to the existing restaurant (Use Class E (b)) to facilitate a drive-through (sui-generis) element to form a restaurant and hot food takeaway (Use Class E (b) / Sui-Generis).</u> Unit 3 Cygnet Road Cygnet Park Hampton Peterborough PE7 8FD Ref. No: 24/00557/FUL Permitted The council noted the above decisions.	
134 01-2025	To receive and note the clerk's report – for information only. The council noted the clerks report: • The internal audit 2023-24 had been completed and submitted to the external auditor. • A new prepaid card had been obtained and was being used for regular payments after successful topup. • Overdue Anglian Water bill paid on card. • There were issues accessing the STRIPe account.	
135 01-2025	To receive and note the action log as derived from recent minutes. Deferred as not yet available.	

136 01-2025	Financial Matters a) To note the bank balances as per the latest available bank statements. The council noted the balances as per the latest available bank statements. <table border="1" data-bbox="391 324 1236 896"> <thead> <tr> <th>Account Name</th><th>Date</th><th>Balance</th></tr> </thead> <tbody> <tr> <td>Barclays Current Account</td><td>13/12/2024</td><td>3,721.33</td></tr> <tr> <td>Barclays Premium Account</td><td>13/12/2024</td><td>118,576.49</td></tr> <tr> <td>Barclays Community Account</td><td>13/12/2024</td><td>2,832.49</td></tr> <tr> <td>Barclays Community Account 2</td><td>13/12/2024</td><td>2,722.93</td></tr> <tr> <td>Cambridge and Counties Bank</td><td>26/12/2024</td><td>131,289.63</td></tr> <tr> <td>Pockit – balance</td><td>31/12/2024</td><td>2.68</td></tr> <tr> <td>Tesco+ Card</td><td>31/12/2024</td><td>255.59</td></tr> </tbody> </table> b) To note bank reconciliations where available The council noted the bank reconciliations for the Barclays current and premium accounts as well as the Cambridge and counties Bank account. c) To authorise payments as per Payment Schedule. The council approved the payments as per schedule. d) To review the council's assets to the end of March 2024 (deferred from the previous meeting). Deferred. e) To consider purchasing financial year end services from RIALTAS. The council resolved to purchase one-off year end closure for the financial year 2023-24 f) To change the bank mandates for Barclays Bank and Cambridge and Counties Bank removing all signatories or admin no longer serving as officers or members and adding additional officers and members to act as account signatories, administrators and payment authorisers for online payments. At the same time to change the bank statement date to the last day of each calendar month. The council resolved to to change the bank mandate to reflect current membership and staff and to change the statement date. g) To authorise the clerk to set up direct debit payments for allotments water.	Account Name	Date	Balance	Barclays Current Account	13/12/2024	3,721.33	Barclays Premium Account	13/12/2024	118,576.49	Barclays Community Account	13/12/2024	2,832.49	Barclays Community Account 2	13/12/2024	2,722.93	Cambridge and Counties Bank	26/12/2024	131,289.63	Pockit – balance	31/12/2024	2.68	Tesco+ Card	31/12/2024	255.59	Clerk to continue assembling Asset register with the help of members.
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	h) The council resolved to authorise the clerk to set up direct debit payments for allotments water.	
137 01-2025	To consider a draft investment policy for adoption and opening a CCLA Public Sector Deposit Fund account. The council resolved to adopt the investment policy and to open a CCLA Public Sector Deposit Fund account.	Clerk to prepare opening account and publish policy.
138 01-2025	To receive the Internal Audit report if available and an update on the Annual Governance and Accountability Return 2023-24. The council received the internal audit report. Following some discussion it was agreed to defer a more detailed discussion and any resolutions to an additional meeting preferably on 23 January, utilising the F&GP time slot and venue booking.	
139 01-2025	To receive an update on the lengthsman contract. The clerk reported problems she had encountered signing up to contract finder which had hampered attempts to request expressions of interest by potential suppliers. The council considered the need to continue services purchased under the lengthsman scheme and concluded that current service provision should continue for six months from April to allow for a detailed review of requirements and the drawing up of a suitable tender. The council resolved to continue with the current lengthsman arrangements for six months from April.	Clerk to Liaise with Peterborough LTD.
140 01-2025	To note correspondence previously circulated by email. The council noted correspondence previously circulated by email.	
141 01-2025	To note items for future Agendas - for Notification only. Any items deferred from this agenda.	
142 01-2025	To confirm the date and time of the next Full council meeting: 6 February 2025. The council confirmed the date and time of the next Full council meeting as the additional meeting 23 January 2025 with the regular scheduled meeting 6 February 2025.	Clerk to publish details and draw up agenda.
143 01-2025	Exclusion of Public and Press recommended for the following items as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (Public Bodies (Admission to Meetings) Act 1960, s2). To resolve excluding Public and Press for agenda items 145 onwards. The council resolved excluding Public and Press for agenda items 145 onwards.	
144 01-2025	To consider the recommendation by the HR committee The HR committee for the new clerk to start on a scale	

	point of 24 and after a 6 month probation, increase to scale point 26. (Cllr Z O’Sullivan Chair of HR+E committee) Cllr Z O’Sullivan updated members on the recruitment process. Cllr H Fields provided additional details. The council resolved to agree a starting salary on Spinal Column Point 24. Following the successful completion of a six months probation period and passing of the CiLCA qualification a progression to SPC would be offered.	
145 01-2025	To approve the appointment of the HR committee’s chosen applicant for the position of Parish Clerk/RFO at the terms and conditions agreed by the HR +E committee. The council resolved to approve the appointment of Mrs E Pacey to the position of Parish Clerk/RFO subject to references.	
146 01-2025	To consider extending the locum clerk’s tenure. The council resolved to extend the locum clerk’s tenure by six weeks until 20 February 2025.	

The meeting closed at 22.15