

MINUTES

FULL COUNCIL MEETING

Thursday 4th September 2025

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 4th September 2025 at 19:15pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr B O’Sullivan (Chairman), Cllr C Wiggin (Vice Chairman), Cllr Z O’Sullivan, Cllr V Patel, Cllr S Masterson, Cllr I Pratt, Cllr R Antunes.

Emily Pacey – Clerk and Responsible Financial Officer

01/09/2025 Public Participation

A resident attended the meeting to raise concerns about persistent flooding in their garden, which appears to be linked to the adjacent Hampton Vale allotments.

02/09/2025 Ward Councillors Reports

Cllr C Wiggin September Report

As is usual for August, there have been no scheduled city council meetings since the last parish meetings.

I am continuing to work with council officers and other stakeholders to find solutions to ongoing issues to problems including damaged fences, missing wooden posts, dangerous parking, litter, and empty homes.

I am awaiting an update from council officers on the plans for the future of the Article 4 direction which I hope to receive before the September meeting.

Hampton Parish Council wish to note that it is disappointing that again only one ward councillor has submitted a written report.

03/09/2025 To receive apologies for absence

Cllr L Sharp, Cllr K Toynton-Ward, Cllr H Fields, Cllr T Fields, Cllr C Ryan, Cllr C Guyton sent their apologies.

04/09/2025 To receive Declarations of Interest

No members declared an interest of this agenda.

05/09/2025 To approve the minutes of the previous Council Meeting held on 7th August 2025

It was agreed to approve the minutes of the previous council meeting held on the 7th August, Cllr Z O’Sullivan proposed, Cllr V Patel seconded and all were in favour.

06/09/2025 Planning Applications Update

- 25/00929/FUL - 2 Kempley Close Hampton Centre Peterborough - Relocation of entrance/lobby and erection of timber framed covered veranda, painted brick work and vertical timber boarding to elevations.
Hampton Parish Council have no comment on this planning application.

07/09/2025 Planning Decisions

- 25/00784/HHFUL - 22 Kennedy Street Hampton Vale Peterborough PE7 8JY - Proposed single storey rear extension
Decision – Permitted 5th August 2025.

08/09/2025 Finance and HR Update

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

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
-	-	-	-	-
Expenditure				
Clerk, HMRC & NEST	Payroll September	£2,752.33	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen (August)	£6,404.66	Bacs	Highways Act 1980, s130
Ionos	Email account	£14.40	DD	LGHA 1972 s.266
RBL	Wreath	£24.49	Card	LGA 1972
Tesco	Mobile	£13.05	DD	LGA 1972
Wave	Water invoice – Hampton Vale allotments	£645.07	DD	Small Allotment Holding Account
	Total	£9,854.00		

8.2 It was agreed to approve the Financial Officers Report, Cllr V Patel proposed, Cllr I Pratt seconded and all were in favour.

(1) Financial Statement

Appended is a statement for the Revenue including half the precept account as at 26/08/2025 showing an expenditure of £68,732.20 and an income of £51,442.95 along with bank statements, budget control and a bank reconciliation statement.

(2) Bank Reconciliation

Balances as of 26/08/2025

Current Account Barclays		3,226.71	
Reserve Account Barclays		97,601.45	
CIL account		131,289.63	
Allotment Account		3,930.15	
Key Deposit Account (Allotments)		2,516.24	
Petty Cash Card		52.96	
		-	
Less unrepresented payments	9,724.48		
Plus outstanding credits			
		-	
	9,724.48		
		-9,724.48	
		228,892.66	
			228,892.66
Movement			17,289.25
Cash Book			
Expenditure	(Excl investments)	-68,732.20	
Income	(Excl investments)	51,442.95	-17,289.25
			0.00

09/09/2025 Allotment / Recreation Update

9.1 Three quotations were obtained for cutting back five willow trees to a height of 1–2 feet and removing the resulting wood chippings at the Hampton Vale allotments.

MA Leigh quoted £200.00; P Tree Services quoted £400.00 plus VAT; and Northborough Tree Services quoted £350.00 plus VAT. Cllr R Antunes proposed accepting the quotation from MA Leigh. This was seconded by Cllr V Patel, and all members were in favour.

It was noted that the allotment lease agreement will be reviewed by March 2026 to clarify that the Allotment Committee is responsible for the maintenance of trees and shrubs located on communal plots.

9.2 Three quotations have been obtained for resurfacing the road from the entrance of Hamton Vale allotments to the second car park.

AMT Contractors Quote

To include Option 1

- Set up signage, barriers and cones etc
- Grade off existing Aggregates to form our set levels, (the width varies) due to curves previously formed on the roadway.
- The aggregate to have a 50-60mm central camber or a good cross fall to help disperse the storm water etc.
- Compact with BW138 heavy roller.
- Apply Geo-Textile membrane onto the graded aggregates.
- Provide and lay 100-mm of graded road planings to complete roadway
- Re-compact to maximum.
- Rake down edge of planings as not to form a 'trip. hazard.
- Leave for a period of 3 moths, return to site and re-compact planings to ensure of good compaction.

All for the sum of.....£14,860.00

To include Option 2

When all prep work has been completed etc ((has per option 1 £14,86.00)

- Provide and lay 70-mm of 20-mm dense bitmac base course.
- Seal edges with hot bitumen compound to help prevent edge of the asphalt erosion.
- Seal asphalt if deemed necessary with brushing in gritt.

All for the sum of£28, 424.00

Option 3

- To provide and fix 150 x 125 concrete kerbs to both sides of the roadway,

For the sum of.....£7,356.00

Marcus Ellis Groundworks, Eye.

Resurfacing of the access road at the Hampton Vale Allotments, including:

- Site preparation and clearance
- Removal of existing surface (where necessary)
- Supply and lay of new road planings
- Final compaction and surface finish

£49,582.00 plus VAT.

RR Groundworks, Peterborough

Carefully grade the existing aggregate surface to establish the required formation levels. The road width will vary due to previously formed curves and alignment. Compact the graded surface using a heavy-duty roller to achieve a stable and uniform base.

Lay a geo-textile membrane over the compacted aggregate to enhance separation, filtration, and stability of the sub-base.

Supply and lay 100mm of graded road planings over the membrane to complete the resurfacing works, ensuring proper compaction and finish.

£51,670 + VAT

Cllr R Antunes advised that he will contact O&H to locate the lease agreement between O&H and Hampton Parish Council to establish who is responsible for the maintenance of the road.

It was agreed to purchase two signs to be installed at the site, warning of the uneven road surface. Additionally, an email will be sent to the Allotment Committee informing them that the Parish Council is investigating land ownership responsibilities and requesting that all allotment holders exercise caution when entering the site due to the uneven road conditions.

10/09/2025 Update on Hampton PC Office

The Clerk informed members that, unfortunately, Peterborough City Council has not granted permission for Hampton Parish Council to install a portal cabin at Active Hampton. She also advised that she has contacted both Savills and Eddisons regarding alternative office options; however, neither currently have anything available.

Hampton Leisure Centre has confirmed availability of an office space for rent, and the manager will be providing a detailed breakdown of costs early next week.

Cllr R. Antunes confirmed that he will provide the necessary details regarding the rental of office space at Deskgo.

It was agreed for the Clerk to continue using Active Hampton until an office space is secured.

11/09/2025 Civil Enforcement Officer & School Crossing Patroller Update

An online meeting has been scheduled for Monday, 29th September at 1:00pm with Claire George, James Collingridge, and Rebecca Presland from Peterborough City Council to discuss the ongoing parking issues in the Hampton area.

It was agreed that the Clerk would contact the Headteachers of Hampton Hargate and Hampton Vale schools to seek their feedback regarding parking issues during school drop-off and pick-up times.

12/09/2025 Website Update

The Hampton Parish Council website has now been live for five months, and the previous site has been taken down. The Parish Council logo has been updated to include Hampton Vale and Hargate, helping residents clearly identify the wards represented by the Council.

13/09/2025 Lengthsman Update

A new contract has been received from Peterborough Limited for the provision of two lengthsman from 1st October 2025 to 31st March 2026. The cost for this service is £16,196.30 excluding VAT per lengthsman, representing an increase of £369.24 compared to the previous contract covering 1st April 2025 to 30th September 2025. Cllr C Wiggin proposed that the contract be accepted; this was seconded by Cllr S Masterson, and all members were in favour.

Cllr A Mehta expressed concern that 75% of the Council's precept is being allocated to this service and stated that he will explore alternative options.

14/09/2025 Article 4 Directive, Peterborough

In Peterborough, an Article 4 Direction removes certain permitted development rights, meaning planning permission is required for developments such as converting a single-family dwelling into a House in Multiple Occupation (HMO) or making external alterations to properties within conservation areas. As the current

directive is due for renewal in January 2026, it was agreed that the Clerk will contact Adrian Chapman to formally confirm that Hampton Parish Council supports the extension of the Article 4 Direction.

15/09/2025 Communications Review

To be added to next months agenda.

16/09/2025 Correspondence and Communication

No correspondence received.

17/09/2025 Items for next agenda

Speed Signs Update.
Christmas Festive Update.
Remembrance Sunday.
Communications Review.
Action Plan Update.

18/09/2025 Date and time of the next Full Council meeting.

As Cllr B O'Sullivan is unavailable for the Parish Council meeting scheduled for Thursday, 2nd October, it has been proposed that the meeting be rescheduled to Thursday, 9th October at 19:15. The Clerk will contact all Councillors to confirm their availability.

Closure of the meeting – 22:00