

MINUTES

FULL COUNCIL MEETING

Thursday 2nd October 2025

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 2nd October 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 (HR Chair), Cllr V Patel, Cllr I Pratt, Cllr K Toynton – Ward, Cllr A Mehta, Cllr T Fields, Cllr C Ryan, Cllr H Fields, Cllr R Antunes, Ward Cllr J Howard.

Emily Pacey – Clerk and Responsible Financial Officer

01/10/2025 Public Participation

No members of the public attended the meeting.

02/10/2025 Ward Councillors Reports

Cllr C Wiggin Report –

On September 12th, following the resignation of Peterborough City Council leader Dennis Jones the previous week, an extraordinary meeting of Full Council voted in Cllr Dr Shabina Qayyum as the new leader of the council, and a new joint administration was appointed comprising the Labour, Peterborough First and Liberal Democrat groups. I have been appointed as Cabinet Advisor for Housing and Regulatory Services. My article to the Peterborough Telegraph explains the reasons for my party joining the administration: [Political View: Peterborough Politics never ceases to surprise - time for change](#)

Since the last parish meeting I have (or will have) also attended the following:

- School transport appeal on 15th September
- Cabinet Policy Forum on 17th September
- Liberal Democrat Party Conference 20th-23rd September - I spoke in a debate on gambling licensing and this was covered by the Peterborough Telegraph [Peterborough residents will be given powers to block new gambling and barber shops](#)
- Police and Crime Panel on 24th September - I asked questions about the impact of hotspot policing on other areas, and whether there is sufficient resource to cover the neighbourhood policing guarantee

- All Member Briefing on 24th September - covering the local plan and local government reform
- Cabinet Policy Forum on 25th September
- Mayor's Caribbean Night on 27th September
- Flytipping and Waste Policy working group on 1st October
- Cabinet meeting on 2nd October

Updates on ongoing issues in Hampton:

- Fencing at the outdoor gym on Eagle Way has now been fixed
- I have reported damage to street nameplates on New Lakeside and West Water Crescent which have been scheduled for replacement in the longer term
- Residents have reported issues with mud in the road on Silver Hill related to the Anchor site - this has been escalated to Planning Enforcement and resolved
- Residents have reported multiple issues relating to the beginning of construction of the supermarket and warehouse units on Hampton Avenue. Issues with mud on the highway from Ashbourne Road onto the Serpentine and parkway have been escalated to Planning Enforcement and are currently being investigated. I have responded to issues related to the noise from piling as this is detailed in the Construction Environmental Management Plan (discharge of condition C16) which can be found at [01372371.pdf](#)

All comments submitted regarding the draft local plan (including 10 from me) have now been published and can be viewed online in the Key Issues Report and associated documents. [Local Plan Review | Peterborough City Council](#)

Cllr R Antunes Report –

Police:

Vandalism to trees and safety equipment ++
Reported motorbikes with names and reg's
Footage of stolen signs and safety equipment
Meeting with Community Police
My suspected hacking and harassment – Access to Parish Council

Vivacity:

Pedestrian access with highways & planning for 2026
Damage to pool – bollards & CCTV
Meeting Cranbury Court - Excellent meet.
Hampton Boulevard Development
Two meets with developers (co-ordinating programme)
Access to Lidl, trees and access to Aldi.
DeskGo Office meet - Office now occupied by Church

Grounds:

Wild-Flower and bulb planting
Lake cleaning
Shrub pruning and pollarding schedule
Council in March / April
Tables and chairs
CPC stolen equipment and solution
Hampton NHS dental – facilities.
Proposal being progressed (early days)
Cricket Pavillion.
Proposal being progressed (shenanigans being dealt with)

McCarthy Stone development chased
Bus service provision being chased
Fly- tipping

- 03/10/2025 To receive apologies for absence**
Cllr L Sharp, Cllr C Guyton and Cllr S Masterson sent their apologies for absence.
- 04/10/2025 To receive Declarations of Interest**
No members declared an interest on this agenda.
- 05/10/2025 To approve the minutes of the previous Council Meeting held on 4th September 2025**
It was agreed to approve the minutes of the previous Council meeting being held on the 4th September, Cllr V Patel proposed, Cllr C Wiggin seconded and all were in favour.
- 06/10/2025 Planning Applications Update**
 - 25/01107/FUL - Bedroom detached dwelling - Plot H Winsor Crescent Hampton Vale.
[25/01107/FUL | 6no. Bedroom detached dwelling | Plot H Winsor Crescent Hampton Vale Peterborough](#)
Hampton Parish Council have no objection to this planning application.
- 07/10/2025 Planning Decisions**
 - 25/00964/DISCHG - Tranche TC2 London Road Peterborough - Discharge of condition C15 (method statement) of planning permission 22/01510/FUL.
Decision – Determined 23rd September 2025.
- 08/10/2025 Finance and HR Update**
8.1 Update on end of year accounts 2024/2025.
The interim report from PKF Littlejohn regarding the 2024/2025 end-of-year accounts has been received. However, they have not yet completed their review due to correspondence received from a member of the public challenging either previous years' accounts or the 2024/2025 accounts.
Once PKF Littlejohn has concluded their review and addressed any matters arising from this correspondence, they will issue a final report along with the certificate of completion. This will include any qualifications and 'other matters' identified during the process.
Please note that PKF Littlejohn is not permitted to disclose the specific nature of the challenge.
All relevant notices have been published on the Parish Council website.
8.2 To discuss CSK grant application.
No grant application received.
8.3 It was agreed to approve the below approve schedule of payments for October 2025, Cllr I Pratt proposed, Cllr C Wiggin seconded and all were in favour.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
-	-	-	-	-
<u>Expenditure</u>				

Clerk, HMRC Nest	Payroll October	£2,752.33	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen (September)	£6,404.66	Bacs	Highways Act 1980, s130
Ionos	Email account	£14.40	DD	LGHA 1972 s.266
Tesco	Mobile	£15.00	DD	LGA 1972
Signs & Notices	Uneven road surface signs - H/Vale allotments - (allotment account)	£147.77	Bacs	Small Holdings Allotments Act 1908 S23, 26 AND 42
M Leigh Tree Care	Cut back willow trees / H/Vale allotments (allotment account)	£200.00	Bacs	Small Holdings Allotments Act 1908 S23, 26 AND 42
Active Hampton	Room hire for temp office for Clerk and meeting room for Council meeting	£717.00	Bacs	LGA 1972, s.133
	Total	£10,251.16		
Income				
PCC	Precept 2025/2026	£47,490.00		
	Total	£47,490.00		

09/10/2025 Allotment / Recreation Update

9.1 – Bulky Waste collection volunteers

Hampton Parish Council will be holding a bulky waste collection on Saturday, 11th October, from 10:00 AM to 2:00 PM at Hampton Library and Leisure Centre, 2:05pm – 3:00pm Hampton Hargate Allotments (Allotment Holders only), 3:05pm – 4:00pm Hampton Vale Allotments (Allotment Holders only).

It was agreed that:

Cllr C Ryan, Cllr Z O'Sullivan, and Cllr B O'Sullivan will manage the bulky waste collection from 10:00am to 12:00pm.

Cllr H Fields and Cllr T Fields will take over from 12:00pm to 2:00pm.

Cllr R Antunes will oversee the collection at Hampton Vale from 3:00pm to 4:00pm.

It was also agreed that the Clerk will email both Allotment Committee members to ensure there are enough volunteers available to supervise the collections at both allotment sites. The email will also remind the Hampton Vale committee members that the lorry must not be positioned on the allotment road to avoid causing further damage.

10/10/2025 Update on Hampton PC Office

Hampton Parish Council has reviewed four potential office spaces: the Leisure Centre, Millie Co Small Office, Millie Co Large Office, and Active Hampton.

The Leisure Centre offers a 3m x 3.4m room with lift access to the first floor, costing £58 per week (£3,016 annually), and is accessible seven days a week with extended hours, however the price is for two days per week and if the PC wanted to use the office on a more frequently the price would increase.

Millie Co Small Office, priced at £120 per week (£6,240 annually), provides a 2.5m x 3.5m space accessible only via stairwell, while the Large Office costs £140 per week

(£7,280 annually) and offers a 2.75m x 4.6m room, also stair-accessed, with cupboard for storage. Rent for the first six weeks is payable in advance. Both Millie Co offices include Wi-Fi, shared kitchen and toilet facilities. Active Hampton, at £165 per week (£7,590 annually based on 46 weeks), features a 11m x 5m ground floor room with sole-use kitchen and toilet facilities and Wi-Fi, but no windows or storage. It is accessible only during weekday office hours. All locations offer on-site parking. Cllr K Toynton Ward proposed that the Parish Council agree to rent the larger room at Millies & Co at a cost of £140.00 per week. The proposal was seconded by Cllr C Ryan, and all members were in favour. It was agreed that, prior to signing the lease agreement, CAPALC would be asked to review the lease to ensure it is sufficient. Additionally, the Clerk will check the terms and conditions of the planning application to confirm:

- The direction from which the public will access the office, and
- Whether the application permits the business to sub-let its rooms.

It was agreed to allocate a budget of £400 for the collection and delivery of office equipment currently being stored at Fengate with Peterborough Cars.

11/10/2025

Civil Enforcement Officer & School Crossing Patroller Update

On 29th September, the Clerk and Cllr C Wiggin met with representatives from Peterborough City Council (PCC) via Teams to discuss persistent parking and traffic issues especially around schools in Hampton. Rebecca Pressland confirmed she has engaged with all three schools in Hampton, though Hampton Vale School has not responded.

PCC has introduced initiatives such as Bikeability, Pedestrian Training, and the Smarter Parker Campaign to improve safety and reduce congestion.

Both PCC and the Parish Council will follow up with the schools to encourage participation.

James Collingridge proposed a site meeting involving school representatives, developers (O&H), enforcement officers, and parish councillors to assess the situation and explore solutions.

12/10/2025

Speed Signs Update

Cllr V Patel noted that it has been over a year since any data has been downloaded from the speed signs. He further reported that the speed sign on Hargate Way is currently unreliable, likely due to a tree obstructing sunlight and preventing the solar panel from charging effectively. Under the Highways contract, the Clerk will contact Highways to enquire whether the solar panel can be repositioned to ensure consistent charging.

13/10/2025

Remembrance Sunday

The Hampton Memorial Garden has already welcomed the community this year for the VE Day 80th, VJ Day 80th, and Battle of Britain 85th commemorations. It is now prepared—with a Soldier silhouette in place—to host the Annual Remembrance Service on Sunday, 9th November 2025. Reverend Rachel, Reverend David, Hampton Parish Council (HPC), O&H Hampton, Hampton Scout Group, and Hampton Guides Unit warmly invite everyone to attend the combined Hampton Remembrance Service, which will begin at 10:15 AM at CSK Church, followed by a procession to the Hampton Memorial Garden on Braymere Road, next to Serpentine Lake. The itinerary includes a Scouts and Guides muster and parade from Falcon Way Green, a church service with hymns and reflection, an Act of Remembrance with wreath and

poppy laying at the Memorial Garden, and refreshments back at CSK Church. Attendees are welcome to join for the full service or any part their time allows. The Chairman proposed a donation of £250.00 to CSK Church to support the purchase of poppy crosses for the remembrance garden, Cllr C Wiggin seconded and all were in favour.

14/10/2025 Christmas Festive Update

Various ideas have been discussed for the upcoming Christmas festivities, including decorating areas around Hampton and organising a “Best Decorated House” competition. These proposals will be considered further at the next Parish Council meeting. Cllr A Mehta and Cllr C Wiggin will lead on this initiative and will present a project plan in due course. A budget of £500 was agreed to support the delivery of this project.

15/10/2025 Action Plan Update

The action plan was circulated to members in advance of the meeting. The Clerk confirmed it is updated following each Full Council meeting and remains permanently accessible via the Councillors' secure login area on the Parish Council website.

16/10/2025 Communications Review

Cllr C Wiggin is currently reviewing the Parish Council’s Communications Policy. It was agreed to add a feature to the Parish Council website that will allow residents to subscribe to a monthly newsletter, providing them with the latest updates and news from the Council.

The cost for implementing this additional feature is a one-off fee of £100, which includes support for up to 1,000 subscribers.

The updated Communications Policy will be circulated prior to the next Parish Council meeting, at which point it will be presented for formal approval.

17/10/2025 Shop & Takeaway Bins Update

Hampton Parish Council has contacted all ward councillors, the planning department, and relevant representatives within Peterborough City Council to seek clarification on current regulations concerning the requirement for shops and takeaways to provide waste bins. This inquiry is particularly focused on understanding why takeaways—specifically the newly opened Munch Bunch in Hargate—appear to have been permitted to operate without providing a bin, despite a noticeable increase in litter around the local centres.

Cllr J Howard has responded, confirming that he has raised the issue with both the licensing and planning departments, noting that there may have been an oversight regarding Just Munch’s obligations. He is currently checking whether the business is required to provide a waste bin. In a related update, the Council has removed the problematic bin outside OneStop. CPC Estates has installed a temporary service bin near the clothes bank, which they are actively maintaining. CPC also plans to install permanent bins in the area and take responsibility for servicing them, which will help reduce the burden on the Lengthsman. As a trade-off, Cllr Howard has requested that some time be allocated to assisting with tidying the car park, suggesting a collaborative effort between the Parish Council, CPC, and local litter-picking initiatives. He will provide further updates regarding Just Munch once more information is available.

The Planning Department has responded and advised that this request doesn't fall under their remit and they're unable to assist.

Claire George has advised that she is currently having difficulty identifying the appropriate department to respond to this matter. In the meantime, she has also contacted Waste Management for further clarification and will follow up once she has more information.

It was agreed that the Clerk will contact Peterborough Ltd to enquire whether the Lengthsmen route for Hargate can be amended to include litter picking in the car park near Hampton Hargate School.

18/10/2025 Correspondence and Communication

No correspondence received.

19/10/2025 Items for next agenda

- CCTV Presentation – Clair George and Arron Locks (PCC Representatives)
- Activities for Youths

20/10/2025 Date and time of the next Full Council meeting.

Thursday 6th November at 19:15.

Extra Ordinary Meeting to discuss draft budget for 2026/2027 – 13th November at 19:15

Closure of the meeting – 21.30