

MINUTES

FULL COUNCIL MEETING

Thursday 6th November 2025

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 6th November 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 C Guyton, Cllr I Pratt, Cllr L Sharp, Cllr S Masterson.

Emily Pacey – Clerk and Responsible Financial Officer

01/11/2025 Public Participation

No members of the public attended the meeting.

02/11/2025 CCTV Presentation – Cllr J Howard and PCC Representatives.

Clair George, Aaron Locks from Peterborough City Council, and Ward Councillor J Howard attended the Parish Council meeting to present their findings following an exploration of CCTV options for the area surrounding the Tump. Cllr J Howard has assessed the site and discussed potential solutions with Daryl Preston, the Police and Crime Commissioner.

CCTV Options Considered:

1. Purchase Option
 - Initial Cost: £13,600
 - Maintenance: £2,500
 - Total for 1 Year: £16,100
 - Total for 3 Years: £22,500
 - Camera would be owned and maintained by the Parish Council.
2. Rental Option via PCC
 - Monitoring & Maintenance: £19,200 over 3 years
 - Camera would be monitored by the PCC control room with limited viewing access for 2 years.

Additional Considerations:

- Power connection still needs to be assessed.
- A signal survey will be completed to confirm feasibility.
- The camera can be mounted on a streetlight and relocated if needed.
- The solution will be tailored to meet the Parish Council’s specific needs.

- Any incidents or disturbances should be reported to the police, who would then liaise with the PCC regarding CCTV footage.

Funding:

- A feasibility report will be prepared.
- Cllr J Howard advised he would reach out to his Hargate Councillor colleagues to see if they would contribute CLF (Community leadership funds) towards this project.

The Chair thanked Clair George, Aaron Locks, and Councillor J Howard for their presentation and confirmed that the matter will be discussed further at the Parish Council budget meeting scheduled for 13th November.

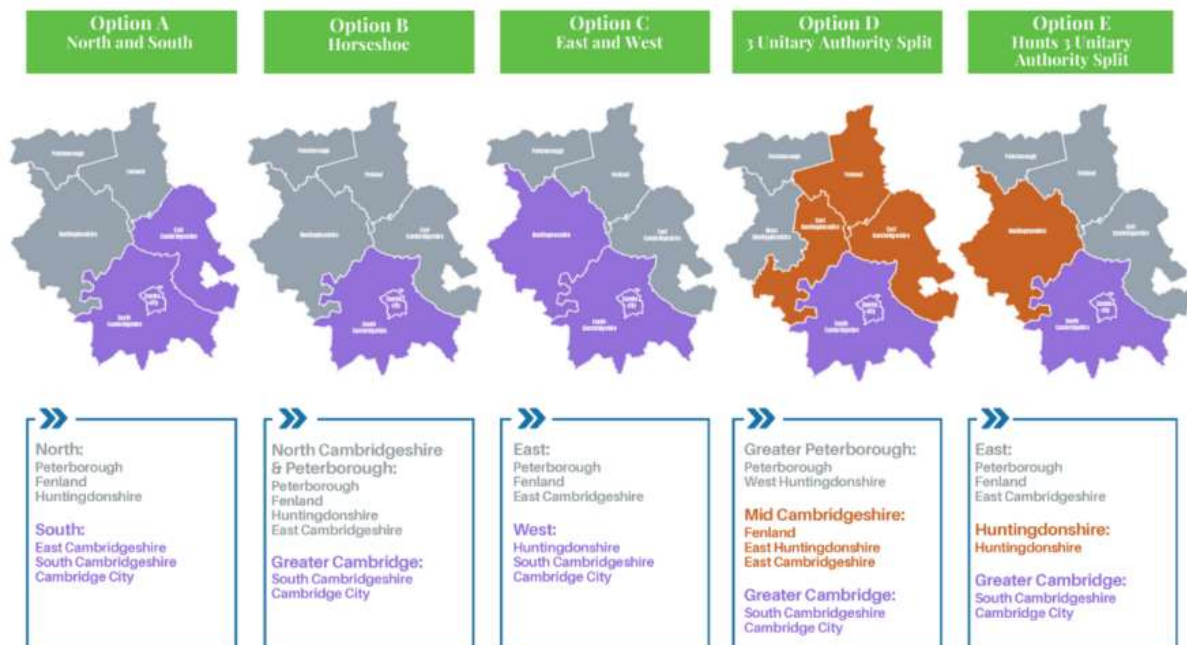
03/11/2025 Ward Councillors Reports

Ward Cllr C Wiggin reported the following

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

- Local Plan Member Working Group on 13th October, reviewing the responses to the original consultation
- Cabinet meeting on 14th October
- Full Council on 15th October. I spoke in support of a motion calling for tougher legislation on gambling premises.
- Attended scrutiny meeting to discuss the call in of the decision on Hilton Hotel on 20th October. Cabinet decided on 2nd October to proceed to sell the hotel, as this was the least bad option for the council in terms of recouping the loss of the loan originally granted to build the hotel. This decision was formally called in by Conservative councillors, however the Future Sustainable City Council Scrutiny Committee voted to stick with the original decision.
- Member Briefing on local government reform on 20th October. Since then a meeting has been held where scrutiny members recommended to put options A and D to an extraordinary full council in November.

2.8 THE LGR OPTIONS:



- Financial Sustainability Working Group on 21st October
 - Police and Crime Panel Briefing on 22nd October
 - All member briefing on the budget on 3rd November
 - Cabinet Policy Forum on 4th November
 - Licensing Committee hearing on 5th November
- Updates on ongoing issues in Hampton:
- The missing wooden posts on Eagle Way at the junction of Clayburn Road have now been replaced. This will help to reduce dangerous illegal parking at this location. Missing posts on Clayburn Road have also been replaced.
 - Damaged or faded street nameplates on Brickstead Road and Vale Drive have now been replaced.
 - Residents have continued to report 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 resolved, but I am still awaiting answers on issues related to noise and vibrations, and impact on neighbouring properties
 - Reported graffiti on the vacant shop at Hampton Vale shops, and reported a sofa dumped next to Domino's

Ward Cllr J Howard reported the following

Ward Councillor activities

Engagement with CPC Estates (The contracted maintenance company on behalf of O & H) around the One Stop car park area. The maintenance schedule will include reducing the perimeter hedge height to try and help reduce the littering, in addition to a permanent bin provision.

Continuing the bin theme, I am pushing Aragon Direct Services to again attend to the excess waste at Capthorne Close. This has been a rolling issue all the years I have been a Councillor, but I will continue to push for a more consistent service for this area.

For the last few years, I have been pushing with Cllr Cereste on the feasibility of a walkway installed at the back of the Vivacity site. Meetings have been had with stakeholders and quotes are in place. With the reality of Council funding, it will need all ward councillors to work together with CLF but even this won't be enough for funding, so external funding will need to be sought-0combined authority, grants and other areas. This has been at least 3 years of work but the biggest work will be the funding.

Press activity: I did comment of my disappointment of the lack of communication with all Councillors and the Parish regarding the introduction of time limits and parking charges at Serpentine Green. Since the roll-out, I haven't heard much local feedback, the test of the scheme will be the Christmas shopping period where traffic builds up in the car parks. This will be one to monitor to give us a true picture of the impact of the new measures

At tonight's meeting we will hear a presentation to install CCTV near the Tump. I'd like to thank Parish Councillors for considering the proposal, which is something I have pushed for and worked for over a long time. The finances of the proposal will remain a hurdle, but I am thankful you will hear the case being put forward

For information: The S106 funding that is set aside for Hampton East for a community infrastructure will not be allowed to be used in Hargate or Vale, and the three Councillors for the Hargate & Hempsted ward are united in fighting together to ensure this doesn't go into other projects. I ask the Parish to not consider this money being suggested for any project outside of Hampton East. Hampton East is a

huge development which has yet to enjoy any S106 infrastructure, and this money is fiercely protected for the area. Any suggestions it can be moved from its original purpose will not be allowed

I'd ask the Parish to help share the comms on the overnight closures of the Fletton Parkway roundabout (Malborne, Goldhay and Natures Way roundabout) which has started and lasts till 13th December. As the closure is between 8pm and 5am, I hope disruption is at a minimum

The reactivation of the Hampton in action litter pick in Hargate has been a great success; at the recent pick we had the company of Peterborough Litter Wombles and members of the church of god international join us, resulting in one of the largest attended picks we have ever done. Whilst the hope remains a non-political lead will come forward, I want to assure the Parish that I will continue to be the anchor until the time we have a suitable volunteer step forwards

It was noted with concern that, once again, despite all six Ward Councillors being invited to submit a written report outlining their monthly activities, only two have done so.

04/11/2025 To receive apologies for absence

Cllr K Toynton Ward, Cllr A Mehta, Cllr T Fields, Cllr H Fields, Cllr R Antunes and Cllr C Ryan sent their apologies.

05/11/2025 To receive Declarations of Interest

No members declared an interest on this agenda.

06/11/2025 To approve the minutes of the previous Council Meeting held on 2nd October 2025

It was agreed to approve the minutes of the previous meeting held on the 2nd October 2025, Cllr V Patel proposed, seconded by Cllr Z O'Sullivan and all were in favour.

07/11/2025 Planning Applications Update

- 25/01181/FUL - Christ The Servant King Church Silver Hill Hampton Centre - Retain existing temporary use of the site as a car park on a permanent basis.
- 25/01176/FUL - Land North Of Silver Hill Hampton Hargate - Construction of new medical centre (Class E(e)) providing clinical, training and research facilities and ancillary residential accommodation for medical students, with parking, landscaping and associated infrastructure, with access via Silver Hill.
Hampton Parish Council have no objection to this planning application.
- 25/01263/FUL - Unit 5B The Serpentine Green Shopping Centre The Serpentine - Change of use from a children's soft play facility (Use Class E(d)) to a health centre (Use Class E(e)).
Hampton Parish Council have no objection to this planning application.

08/11/2025 Planning Decisions

25/00951/DISCHG - 4 Ashbourne Road Hampton Centre Peterborough PE7 8BT - Discharge of conditions C6 (car park management scheme) of planning permission reference 24/01087/FUL.
Decision – Determined

09/11/2025 Finance and HR Update**9.1 HR Update.**

Cllr Z O'Sullivan reported that the Clerk's final probation meeting was held with herself, Cllr B O'Sullivan, and Cllr H Fields. The meeting was productive, and she was pleased to confirm that the Clerk has successfully passed her probation period.

In recognition of the Clerk's completion of the CiLCA qualification on 26th September, it was agreed that her pay scale would be increased from grade 24 to grade 26, representing a £0.97 per hour rise.

This adjustment was proposed by Cllr Z O'Sullivan and seconded by Cllr S Masterson, with the increase to be backdated to 1st October 2025.

9.2 To discuss CSK grant application.

No grant application received.

9.3 Poppy Crosses for the Scouts.

Following the previous meeting, the Parish Council had agreed to donate £250.00 to CSK Church to support the provision of poppy crosses for Remembrance Sunday. As each poppy costs £3.00 and a total of 130 are required, it was agreed to increase the donation by an additional £140.00 to cover the full cost.

9.4 To approve schedule of payments for November 2025.

Cllr C Wiggin proposed to pay the below schedule of payments for November, seconded by Cllr S Masterson and all were in favour.

<u>Expenditure</u>				
Clerk, HMRC, Nest	Payroll Deductions	£2,752.33	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen (October)	£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
RBL	Remembrance Sunday Wreath	£24.49	Card	LGA 1972
Land Registry	Land Registry Searches - Office Search	£49.90	Card	LGA 1972
Active Hampton	Room hire for temp office and PC meeting	£801.00	Bacs	LGA 1972, s.133
Narkedesign	Newsletter plugin and pop up – website	£100.00	Bacs	LGA 1972, section 142
Wave	Water Charge – Allotments	£486.50	DD	Small Holdings Allotments Act 1908 S23, 26 AND 42
Hampton Leisure	Office - November and December	£500.00	Bacs	LGA 1972
CSK Church	Poppy Crosses	£390.00	Bacs	LGA 1972
	Total	£11,538.28		

10/11/2025

Allotment / Recreation Update

10.1 – Recreation Working Group Update.

Cllr B O'Sullivan reported that the Recreation Meeting took place on 6th November at 6:00pm. Attendees included Cllr B O'Sullivan, Cllr Z O'Sullivan, the Clerk, the Chair of the Hampton Hargate Allotment Committee, and a representative from the Hampton Vale Allotment Committee.

A full report from the meeting will be presented at the December Full Council meeting. Cllr B O'Sullivan expressed disappointment that no other members attended the meeting.

It was agreed that the Parish Council will discuss ongoing allotment issues—such as site maintenance—at the next meeting, with the aim of establishing a clear plan to ensure compliance with its responsibilities.

Additionally, there has been no update from Cllr R Antunes regarding the uneven road surface at the Hampton Vale Allotments, which he was due to raise with O&H. The Clerk has circulated the lease agreement between the Parish Council and O&H, and all Councillors are asked to review the document ahead of the December meeting.

The recent bulky waste collection was a success, with support from Cllr B O'Sullivan, Cllr Z O'Sullivan, Cllr H Fields, Cllr T Fields, and Cllr C Ryan.

10.2 – Flooding at 28 Bayleaf08 Avenue.

Following ongoing issues with flooding in the garden of a neighbouring property—believed to be caused by one of the allotment plots at Hampton Vale—the Clerk and Cllr B O'Sullivan met with James from Frog life to explore potential solutions. The aim is to resolve the issue without disturbing the protected newt population present on the site.

The proposed works cover a one-metre-wide strip, 30 metres in length, alongside the neighbouring property boundary. The scope includes:

Vegetation Clearance

- Fencing clearance along the designated strip.
- Two-stage cutting process:

1. Initial cut to 150mm above ground level using strimmers or brush-cutters.

2. After 24 hours, a second cut to 50mm, carried out under the supervision of an Ecological Clerk of Works (ECoW).

- All arising material will be removed manually and checked for fauna.
- Potential refugia (e.g., log piles, rubble, compost) will be dismantled by hand under ecological supervision and relocated to the main allotment plot.

Installation

- Once the area is cleared and hand-searched, a geotextile weed-suppressing membrane will be installed.
- The area will then be covered with 1.5 tons of pea gravel.

The cost for the proposed works is £757.00 plus VAT, it was proposed by Cllr L Sharp to approve this quotation, Cllr S Masterson seconded and all were in favour.

11/11/2025

Update on Hampton PC Office

Following discussions at the October Full Council meeting, four potential office locations were considered. The preferred option was Millies & Co; however, after consulting with the Planning Department, it was determined that planning conditions made this location unsuitable.

As the Leisure Centre was the second preferred option, the Parish Council has now secured an office space on the second floor of the Leisure Centre.
A quote of £380.00 has been obtained from Hawk Speed Haulage for the removal and transport of office equipment currently stored at Ivatt Way to the new office. Due to space limitations, not all items will fit in the new office. The remaining equipment will be stored temporarily at Active Hampton until the Parish Council decides whether to sell or donate these items, Cllr L Sharp proposed to approve the quote of £380.00 from Hawk Speed Haulage for the removal and delivery of office equipment from Ivatt Way to the Leisure Centre. The proposal was seconded by Cllr C Wiggin and all were in favour.

12/11/2025 Civil Enforcement Officer & School Crossing Patroller Update

The Clerk informed the Council that she will be meeting with Clair George from Peterborough City Council at 3:00pm on 13th November at Hampton Vale School to discuss ongoing traffic issues during school drop-off and pick-up times. Cllr C Wiggin confirmed his availability and will also attend the site meeting.

13/11/2025 Christmas Festive Update

As Cllr R Antunes was unable to attend the meeting and did not submit a proposal regarding the Christmas Festival, it was agreed that it is now too late in the year to proceed with organising the event.

14/11/2025 Policies Review

14.1 To Review and Approve Hampton PC Communications Policy.

This has been deferred to Decembers PC Meeting.

14.2 To approve Hampton PC IT Policy.

In response to new legislation relating to AGAR Assertion 10, all Parish and Town Councils are required to have an ICT Policy in place by 31st March 2026.

It was agreed to adopt the Hampton Parish Council ICT Policy. The proposal was made by Cllr C Wiggin, seconded by Cllr V Patel, and unanimously supported by those present. Cllr L Sharp abstained from voting, having not had the opportunity to review the policy prior to the meeting.

15/11/2025 Correspondence and Communication

It was reported that the defibrillator located at Hampton Vale Community Centre is missing and presumed stolen, as its whereabouts are unknown—even to the ambulance service.

The Parish Council agreed to report the incident to the police and approved the purchase of a replacement defibrillator for the same location.

16/11/2025 Items for next agenda

17/11/2025 Date and time of the next Full Council meeting.

Thursday 13th November at 19:15 – Extra Ordinary Meeting (Budget Meeting)

Thursday 4th December at 19:15 – Full Council Meeting

Closure of the meeting – 21.45