

MINUTES

FULL COUNCIL MEETING

Thursday 5th February 2026

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 5th February 2026 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 K Toynton-Ward, Cllr I Pratt, Cllr V Patel and Cllr S Masterson.

Emily Pacey – Clerk and Responsible Financial Officer

01/02/2026 Public Participation

No members attended this meeting.

02/02/2026 Ward Councillors Reports

Cllr C Wiggin provided the below report –

Since the last parish meeting I have attended the following:

- Cabinet meeting on 20th January. Decisions taken included the funding and contract for the next stage of pre-construction development for the new swimming pool, and the start of the process for establishing the new secondary school at Great Haddon
 - Full Council on 21st January
 - Safer off the Streets Quarterly Partnership meeting on 22nd January
 - Licensing Act 2003 Hearing on 23rd January
 - Cabinet Policy Forum on 27th January
 - Police and Crime Panel meeting on 28th January. The precept was put up by the maximum permitted amount, as not doing this would mean cutting frontline police. The Commissioner noted the underfunding of the constabulary due to the funding formula not taking into account population growth.
 - All member briefing on the budget 29th January
 - Groundbreaking ceremony at Great Haddon Primary School on 30th January
 - Funeral for the late Cllr Alan Dowson on 31st January
 - Cabinet Policy Forum on 4th February
- Updates on ongoing issues in Hampton:
- The damaged street nameplates on New Lakeside and West Water Crescent have been replaced
 - Discussions have taken place with Sam Carling MP and council officers about school transport, bus services, and progress on road adoption

Cllr C Wiggin noted that, for the second consecutive month, no ward councillors other than himself had attended the Parish Council meeting or submitted a report to the Parish Council. He added that Parish Councillors wish to understand what their Ward Councillors are doing.

03/02/2026 To receive apologies for absence

Cllr L Sharp, Cllr C Guyton, Cllr H Fields, Cllr T Fields, Cllr R Antunes, Cllr A Mehta and Cllr C Ryan sent their apologies.

04/02/2026 To receive Declarations of Interest

No members declared an interest on this agenda.

05/02/2026 To approve the minutes of the previous Council Meeting held on 15th January 2026.

It was agreed to approve the minutes of the previous Council meeting held on the 15th January 2026, Cllr K Toynton-Ward proposed, Cllr S Masterson seconded and all were in favour.

06/02/2026 Planning Applications Update

- 25/01616/ADV - 2 Ashbourne Road Hampton Centre Peterborough - Uplift to existing freestanding sign on new 12m pole, retaining sign head and double-sided 24 hour appendage.
[25/01616/ADV | Uplift to existing freestanding sign on new 12m pole, retaining sign head and double-sided 24 hour appendage | 2 Ashbourne Road Hampton Centre Peterborough PE7 8BT](#)
Hampton Parish Council no comment on this planning application.
- 26/00038/FUL - Aldi Foodstore Brickburn Close Hampton Centre - Installation of replacement plant.
[26/00038/FUL | Installation of replacement plant | Aldi Foodstore Brickburn Close Hampton Centre Peterborough PE7 8NZ](#)
Hampton Parish Council no comment on this planning application.
- 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.
[25/01181/FUL | Retain existing temporary use of the site as a car park on a permanent basis | Christ The Servant King Church Silver Hill Hampton Centre Peterborough PE7 8FF](#)
Hampton Parish Council no comment on this planning application.

07/02/2026 Planning Decisions

- 25/01392/CLP - 3 Shrub Road Hampton Vale Peterborough PE7 8LW - Proposed use of domestic garage for dog grooming business.
Decision – Lawful
- 25/01460/FUL - 2 Ashbourne Road Hampton Centre Peterborough PE7 8BT - Redecoration of elevations including window and door frames, drive thru booths and columns resprayed RAL 7022 (dark grey).
Decision - Permitted

08/02/2026 Finance and HR Update

8.1 To approve schedule of payments for February 2026.

It was agreed to approve the below schedule of payments for February 2026, Cllr S Masterson 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	£2,901.14	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen December)	£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
PKF Littlejohn	External Audit 2024/2025	£504.00	Bacs	
Hampton Leisure	Office Invoice - March 2026	£250.00	Bacs	LGA 1972
Active Hampton	March PC meeting room hire	£53.00	Bacs	LGA 1972
Clerk	8 1st class stamps	£13.60	Card	LGA 1972
	Total	£10,155.80		

8.2 PKF Littlejohn 2024/2025 end of year account report has now been received, all financial documents have been published on Hampton Parish Councils website. PKF Littlejohn have raised several points:

Bank Reconciliations:

PKF Littlejohn noted that there was no evidence of bank reconciliations being prepared prior to December 2024. The Clerk advised she can confirm that this has now been rectified. The Parish Council is now fully compliant with its Financial Regulations, with bank reconciliations completed quarterly and recorded in the minutes of Parish Council meetings.

VAT Return for 2023/2024:

The VAT return for 2023/2024 was submitted late and was processed in the 2024/2025 financial year. The Clerk confirmed that VAT returns are now being completed on time and within the correct financial year.

Locum Clerk Expenditure:

The expenditure for the Locum Clerk was recorded in Box 4 (Staff Costs), whereas it should have been recorded in Box 6 (All Other Payments). The Clerk advised that this was her error, as she was initially advised that all salary-related payments should be entered in Box 4. However, as the Locum Clerk was not employed under PAYE, this expenditure should have been recorded in Box 6. This will be corrected in the 2025/2026 AGAR.

PKF Littlejohn also confirmed they received challenging correspondence which temporarily placed the AGAR on hold. They have reviewed this in line with their statutory responsibilities and confirmed that none of the correspondence impacted the 2024/2025 AGAR or their report.

The actions required to address previous weaknesses have been implemented and will be reflected in the 2025/2026 AGAR.

09/02/2026

Update on CCTV at the Tump

An update will be provided at March's PC meeting.

10/02/2026

Allotments Update

10.1 Comments from the Allotment Committee on the allotment tenancy agreement.

Following comments from the allotment committees regarding the tenancy agreement and its lack of alignment with current legislation, the Clerk proposed that she will attend the CAPALC allotment training in March. After completing the training, she will fully revise the tenancy agreement to ensure it reflects all up-to-date legislative requirements.

The revised agreement will be shared with both allotment committees for approval in April, before being presented for formal adoption at the Parish Council meeting in May. Allotment fees will be deferred until the new tenancy agreement has been finalised and implemented.

The Parish Council did look into the possibility of installing containers at both allotment sites as requested; however, the cost is significant, totalling over £22,000. This is beyond the Council's budget, and such installations would also require planning permission.

Following on from the Recreation meeting, the Clerk advised she will contact O and H to request if Hampton Hargate allotment can become a self-sufficient allotment and what the process would be.

Hampton Parish Council has reviewed Peterborough City Council's newly proposed allotment fees and has chosen not to adopt them. Instead, the Council has increased its own allotment fees to match the current PCC rates. This increase reflects rising maintenance costs across the allotment sites, higher charges for bulky waste collections, and the fact that fees have not been increased for the past five years. (news rates are below.)

Size	New Cost
Full plot	£65.00
Half Plot	£45.00
Starter plot	£20.00
Mini Plot	£10.00

A 20% concession applies to registered disabled people, those over 65, and unemployed individuals.

[Decision - Allotment Fee Charges - NOV25/CMDN/71 | Peterborough City Council](#)

[Allotment Fee Increase 2026 - PUB.pdf](#)

The Council has also confirmed that all income allocated to the allotment account will continue to be reinvested directly into the allotments for the benefit of the allotment holders. They had advised the allotment committee to let the Parish Council know if there is anything they require to help improve the site—for example, soil improver or similar materials.

10.2 Update on the road surface – Hampton Vale allotments.

Hampton Parish Council is aware of the deterioration of the road at Hampton Vale and has requested a site meeting with O&H, the landowners. O&H attended the site on Thursday, 5th February, and the Clerk is currently awaiting an update from them. The Council will continue to monitor the situation and will take further action once a response from O&H has been received.

The Clerk has also sought legal advice from CAPALC regarding the uneven condition of the road, as the cost of repairs exceeds the Council's budget, and there are concerns about whether the site remains fit for use.

11/02/2026 Polices Update

11.1 To approve Hampton PC Biodiversity Policy

It was agreed to approve Hampton PC Biodiversity Police.

11.2 To approve Communications Policy May Meeting

This has been deferred to May's PC meeting.

Cllr K. Toynton-Ward advised that the Parish Council should also adopt a WhatsApp policy, and this will be added to the agenda for the May PC meeting.

12/02/2026 Bronze Award Update

To complete the PC bronze award the Hampton Parish Council still need to show an action plan for the current year, evidence of consulting the community, evidence of publicising elections and vacancies on the council, evidence of considering the impact of the council's functions and decisions on crime and disorder in local area and a record of all training undertaken by staff and councillors in the last year.

13/02/2026 Bulky Waste Collection 2026

The Clerk reported that she is still awaiting the costs and proposed dates for the 2026 bulky waste collection, which are expected to be provided by the end of February. Once received, the matter will be discussed at the March Parish Council meeting.

14/02/2026 Correspondence and Communication

The Coffee with a Cop event will now be held at Active Hampton, Beaumont Way from 6.00pm – 7.00pm. The dates for 2026 Dates are:

- Friday 20 February 2026
- Wednesday 25 March 2026
- Friday 24 April 2026
- Friday 15 May 2026
- Friday 26 June 2026
- Wednesday 29 July 2026
- Friday 28 August 2026
- Wednesday 30 September 2026
- Friday 30 October 2026
- Friday 20 November 2026
- Friday 11 December 2026

This is a chance for residents to ask questions, raise concerns, or simply say hello to their Local PCSO.

15/02/2026 **Items for next agenda**
• Annual Parish Meeting Date

16/02/2026 **Date and time of the next Full Council meeting.**
Thursday 5th March at 19:15 – Full Council Meeting
Thursday 2nd April at 19:15 - Full Council

Closure of the meeting – 20.30