

MINUTES

ANNUAL MEETING

Thursday 14th May 2026

Hampton Parish Council Annual Meeting was held on Thursday 14th May 2026 at 7:15pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr B O’Sullivan (Chairman), Cllr C Wiggin (Vice Chairman), Cllr Z O’Sullivan (HR Chair), Cllr V Patel, Cllr T Fields, Cllr H Fields, Cllr C Guyton, Cllr K Toyton-Ward, Cllr I Pratt.

Emily Pacey – Clerk and Responsible Financial Officer

01/05/2026 Election of Chair and Chair’s Declaration of Acceptance of Office.

The Clerk commenced the meeting and invited Council members to propose a candidate for the position of Chair of Hampton Parish Council. Cllr I Pratt nominated Cllr B O’Sullivan, and Cllr C Guyton seconded the nomination. The proposal was unanimously approved. Cllr B O’Sullivan accepted the role, expressed gratitude to the Council members, and signed his declaration of acceptance of office.

02/05/2026 Election of Vice Chair and Vice Chair’s Declaration of Acceptance of Office.

The Chair invited Council members to propose candidates for the position of Vice Chair for Hampton Parish Council. Cllr Z O’Sullivan nominated Cllr C Wiggin and Cllr K Toyton-Ward seconded the nomination. He expressed his gratitude to the Council members and signed his declaration of acceptance of office.

03/05/2026 Public Participation

No public attended the meeting.

04/05/2026 To receive apologies for absence.

Cllr C Ryan, Cllr S Masterson and Cllr A Mehta sent his apologies.

05/05/2026 To receive Declarations of Interest.

No members declared an interest on this agenda.

06/05/2026 To approve the minutes of the Full Council Meeting held on 2nd April 2026.

It was proposed by Cllr V Patel, seconded by Cllr Z O'Sullivan and all agreed to approve the minutes of the meeting held on the 2nd April 2026.
Cllr B O'Sullivan signed the minutes.

07/05/2026 Ward Councillors Monthly Report.

WARD COUNCILLOR UPDATE, JOHN HOWARD, HARGATE & HEMPSTED WARD

- CPC estates are going to provide a much-needed replacement bin outside of the One Stop shop, it should be in place in the next fortnight, and I'm delighted that I have a resolution.
- Double yellows will be added to the junction of Four Chimneys Crescent onto Hargate Way to help reduce the school traffic blockage at this key junction.
- Double yellows will also be added to the opening junction that will protect the entrance into Hedda Drive and Buckthorn Road and allow better access for the waste collection crews and make for a safer junction
- The Labour-led council administration has let the Article 4 directive lapse in Hampton, despite Ward Councillors and Parish Council emails to support the continuation of it. I will continue to push for its reintroduction.
- I put on record my disappointment that the Parish won't support the proposals for CCTV at the tump, however it won't stop my push to try and secure funding.
- Congratulations to our new Ward Councillors, Vishal Vichare for the Hargate & Hempstead Ward, and Paul Wiggin for the Hampton Vale Ward. I hope the Parish will note thanks to outgoing Councillor Marco Cereste for his many years of liaising with the Parish council to push for the article 4 directive, as well as many other initiatives.

Cllr V Patel noted that he welcomed the proposal for CPC Estates to replace the bin outside One Stop in Hargate. However, he raised concerns regarding responsibility for emptying the bin and the frequency of collections, as previously the Hargate Lengthsmen had undertaken this task despite the bin not being included on Peterborough City Council's official maintenance list.

Concern was also expressed regarding the newly elected Hargate Ward Councillor, noting their absence from the Parish Council meeting.

Issues were raised in relation to the Silver Hill development installing the parking bays, the current traffic management arrangements, where two traffic lights are controlling traffic across four streets, were described as problematic. It was suggested that consideration be given to removing the traffic lights when work is not actively taking place on site.

08/05/2026 To Appoint Five Members for the HR Committee.

It was agreed to appoint Cllr Z O'Sullivan, Cllr H Fields, Cllr V Patel, Cllr C Guyton and Cllr K Toynton Ward to the HR Committee.

09/05/2026 To note the automatic disqualification of Cllr R Antunes under Section 85 of the Local Government Act 1972 due to non-attendance.

It was noted that Cllr R Antunes had been automatically disqualified under Section 85 of the Local Government Act 1972 due to failure to attend meetings for a period of six consecutive months.

The notice of casual vacancy was published on 13th April 2026. As no request for an election was received, Hampton Parish Council may now fill the vacancy by co-option. The Chair thanked Cllr R Antunes for his time on the Parish Council.

10/05/2026 To Appoint Members to the Parish Liaison Group.

It was agreed that all Parish Councillors may attend the Parish Liaison Group if they wish.

11/05/2026 Policies Review.

11.1 To Review and Approve Hampton PC Financials Regulations

It was agreed to approve Hampton PC Financials Regulations.

11.2 To Review and Approve Hampton PC Standing Orders

It was agreed to approve Hampton PC Standing Orders.

11.3 To Review and Approve Hampton PC Privacy Policy

It was agreed to approve Hampton PC Privacy Policy.

11.4 To Review and Approve Hampton PC Email Policy

It was agreed to approve Hampton PC Email Policy,

11.5 To Review and Approve Hampton PC FOI Publication Scheme

It was agreed to approve Hampton PC FOI Publication Scheme.

11.6 To Review and Approve Hampton PC Biodiversity Policy

It was agreed to approve Hampton PC Biodiversity Policy.

11.7 To Review and Approve Hampton PC Complaints Policy

It was agreed to approve Hampton PC Complaints Policy.

11.8 To Review and Approve Hampton PC Grievance Policy

It was agreed to approve Hampton PC Grievance Policy.

11.9 To Review and Approve Hampton PC Information Technology Policy

It was agreed to approve Hampton PC Technology Policy.

11.10 To Review and Approve Hampton PC Volunteer Policy

It was agreed to approve Hampton PC Volunteer Policy.

11.11 To Review and Approve Hampton PC Training and Development Policy

It was agreed to approve Hampton PC Training and Development Policy.

11.12 To Approve Hampton PC Communication Policy

This will be added to June's agenda.

12/05/2026 Planning / Tree Works Applications Update.

No planning applications received.

13/05/2026 Planning Decisions.

- 26/002080/PRIOR - 6 Blackwell Road, Hampton Hargate, Peterborough
PE7 8BP - Single storey rear extension with mono pitched roof Maximum length from original rear wall: 3.50m Maximum height: 3.60m (to eaves: 2.35m)
Status – Determined
Decision – Not Required
Decision Date – 1st May 2026.

14/05/2026 Finance Update.

14.1 It was proposed by Cllr I Pratt, seconded by Cllr H Fields to approve the schedule of Payments for May 2026.

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
<u>Expenditure</u>				
Active Hampton	14th May & 289th May FC Meeting	£107.00	Bacs	LGA 1972, s.133
Clerk, Nest, HMRC	Payroll	£2,901.14	Bacs	LGHA 1989 s7
Tesco Mobile	Office Mobile	£15.90	DD	LGA 1972
Microsoft Office	Monthly Fee	£8.49	Card	LGA 1972
Peterborough City Council	June - Office (Leisure Centre, Clayburn Road)	£300.00	Bacs	LGA 1972
Screwfix	Scraper, Graffiti Spray & Clips for fence repair (HH Allotment)	£24.86	Bacs	LGA 1972
Clerk	Reimbursement for purchase of shed lock for HH allotments	£14.87	Bacs	Allotments Act 1908
Wave	HH Allotment Water Bill	£205.42	Bacs	Allotments Act 1908
A&K Fencing	HV allotment fence repair (CIL Fund)	£2,100.00	Bacs	Allotments Act 1908
Narkedesign	Annual Hosting (website)	£305.00	Bacs	LGA 1972
	Total	£5,982.68		
<u>Income</u>				
PCC	CIL Funds	£18,083.03	Bacs	
PCC	Precept	£49,864.50	Bacs	
Allotments	Allotment Rent	£1,095.00	Bacs	
	Total	£69,042.53		

14.2 Update on Internal Auditor for end of years accounts 2025-2026.

It was noted that, at the previous Parish Council meeting, it had been agreed to appoint the same internal auditor who completed the 2024–2025 audit to carry out

the internal audit for the 2025–2026 year-end accounts, based on the auditor’s familiarity with the Parish Council’s financial history and procedures. Subsequent advice was sought from CAPALC, who advised that their policy does not support the appointment of the same internal auditor for more than two consecutive years and recommended that an alternative internal auditor be appointed. However, it was noted that none of CAPALC’s internal auditors are currently available to undertake the audit within the required timescale for the accounts to be presented to the Parish Council for approval at its meeting on 4 June. In light of this timescale constraint, the Clerk recommended the appointment of Mark Saunders to undertake the internal audit of the 2025–2026 year-end accounts. The Clerk confirmed that Mr Saunders has previously been engaged by other Parish Councils, is thorough, experienced and efficient, and is a former Financial Manager at Fenland District Council. Mr Saunders has also confirmed that he is able to complete the internal audit and provide the required documentation by 4 June. The Council was therefore asked to consider and approve the appointment of Mark Saunders as Internal Auditor for the 2025–2026 year-end accounts. It was proposed by Cllr Z O’Sullivan, seconded by Cllr T Fields to appointment Mark Saunders as Hampton Parish Council internal auditor for 2025-2026 year end accounts.

14.3 To Discuss Banking Arrangement Options.

The Clerk reported that alternative banking arrangements for the Parish Council are being reviewed, as the current Barclays account does not provide facilities required to meet the Council’s operational and financial needs. It was noted that the account does not support dual-signatory authority, debit card facilities, or the setting up of standing orders.

It was further noted that a previously used Tesco-issued petty cash card has now been closed. The Clerk therefore requires a suitable alternative that allows the use of a debit card held in the name of the Parish Council, rather than in the Clerk’s personal name, to ensure transparency and good financial governance.

The Clerk identified Unity Trust Bank as a potential alternative.

Unity Trust Bank is a provider specialising in banking for Parish Councils and other local authorities and offers dual-authorisation arrangements in line with the Parish Council’s Financial Regulations. It also provides a debit card facility, with transactions clearly visible on bank statements, and supports the use of standing orders.

Unity Trust Bank was presented as a suitable option for the Council to consider when reviewing its current banking arrangements.

It was agreed that a Unity Trust Bank current account be opened for the Parish Council. The existing Barclays savings account will be retained, as it offers a higher interest rate.

It was noted that the current monthly fee for a Unity Trust Bank account is £12.00 per month, which includes the provision of a debit card.

It was agreed that the authorised signatories to the Unity Trust Bank account would be Karen Toynton Ward, Christopher Wiggin and Vijay Patel. All signatories are

required to provide their personal details to the Clerk to enable completion of the account application.

15/05/2026 Update on Allotments.

15.1 To Approve the Allotment Tenancy Agreement 2026 and all associated Policies

The updated Allotment Tenancy Agreement and associated policies were circulated to Councillors in advance of the meeting. It was noted that the documents are fully compliant with current legislation and have been approved by the National Allotment Society (NAS).

The agreement and policies have also been shared with the allotment committees for Hargate and Vale, both of whom have confirmed their approval.

It was noted that approval of these documents at the May's meeting is required to enable allotment tenants to proceed with payment of rent, as rent cannot be collected until the tenancy agreement is formally in place.

Cllr A Mehta submitted suggestions for amendments to the allotment tenancy agreement, which were considered by the Council. It was noted that not all proposed amendments were approved.

The allotment tenancy agreement, together with the associated policies, was subsequently approved by the Council.

15.2 Update on Hampton Vale Allotment Road

Up to date quotations for the resurfacing of the Hampton Vale allotments road were received from AMT Contractors and GKL Group. Both contractors have provided drawings showing how the repair would be formed along the road edge, including visual details which has been presented to Councillors prior to the meeting.

AMT Contractors Quotation - Option 1

The quotation includes the following works:

- 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

Increase of £1,114.00

Option 2

- When all prep work has been completed etc (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

Increase of £2,622.00

Option 3

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

For the sum of £7,356.00

Increase of £387.00

First option (road planings roadway only) option 1 £14,860.00

First option is required before applying option 2, £28,424.00

To lay kerbing to both sides of the road option 3, £7,356.00

So if all three options are carried total cost would be £50,640 plus VAT

Construction of roadway process.

Step one - Grade off road to form our set levels, Compact sub-base with BW138 road roller.

Step two - Provide and lay road planings to raise levels, planings to be laid by asphalt laying paving machine set to a 50.mm camber. Re-compact with road roller.

Step three - Excavate trench to depth of 250-mm to both sides of the roadway.

Provide and fix 150 x 125-mm concrete edging kerbs, fixed on concrete and hunched with same.

Step four - Leave kerbs/concrete to set for a period of 3-4 days.

Step five - Provide and lay (by asphalt laying machine) 70-mm of 14-mm dense bitmac base course. Seal any exposed joints with hot bitumen compound. Leave site clean and tidy, No waste asphalt will be left anywhere on site.

Step six - Should our quotation be accepted, a full risk and method statement will be sent to yourselves before commencement of the contract. Signs, barriers, cones and fencing will be used on the entrance roadway.

A separate quotation was received from GKL Group, proposing to:

- Raise the existing road surface by 150mm
- Drain the main area of concern using a form of attenuation

The estimated cost of the works is in the region of £17,000 to £27,000, depending on the final choice of aggregate (for example, crushed concrete or granite Type 1).

It was agreed to approve the quotation from GKL, as the proposed works are expected to help improve flooding on the road. However, the Council requested confirmation of the guarantee for the works and whether GKL would be able to return after three months to ensure the road has been properly compacted, in line with the approach outlined in the alternative quotation from AMT.

The Council also requested confirmation of the recommended lorry load weight and the proposed timescale for completion of the works.

16/05/2026 Annual Meeting of Electors – 28th May 2026

16.1 –To Discuss Unsung Hero Nominations and Prizes

Nominations were received for the Unsung Heroes Award, and all submissions were considered by the Council.

Following discussion, it was agreed that three recipients would be selected as award winners. It was further agreed that the winners would be invited to attend the Annual Meeting of Electors on 28th May 2026.

Each winner will receive a £25 Amazon voucher and a certificate in recognition of their contribution.

16.2 – To Discuss Refreshments for the annual meeting

It was agreed that tea, coffee, and biscuits would be provided at the Annual Meeting of Electors, with a budget of £50.00 approved for this purpose.

17/05/2026 Correspondence and Communication.

17.1 Travellers on Park Home Avenue off Eagle way

The Council was advised that a group of travellers had been reported on Park Home Avenue, off Eagle Way. It was noted that the Police were made aware and undertook an initial assessment, and that Council officers also attended.

It was believed that the group is located on O&H land, and the landowner was informed, left by Bank holiday Monday. Cllr V Patel expressed concern that this is now the third consecutive year that a similar issue has occurred.

Cllr C Wiggin advised that discussions had taken place with representatives from Hampton Estates regarding potential preventative measures. These include the installation of fencing in the area and the clearance of rubbish. The feasibility of additional permanent fencing will be investigated further.

17.2 Bulky Waste Collection Update

The Council noted correspondence with Peterborough City Council regarding the cancellation of the bulky waste collection scheduled for 2nd May 2026 and the lack of prior communication to the Parish Council, volunteers and residents.

Peterborough City Council acknowledged that the cancellation had not been managed appropriately and issued an apology for both the cancellation and the subsequent delay in communication. It was confirmed that the event had been cancelled due to it being scheduled during the pre-election period.

As a gesture of goodwill, Peterborough City Council has offered to provide a free replacement bulky waste collection and proposed the following alternative dates: 13th June 2026, 27th June 2026, 4th July 2026, 1st August 2026, 8th August 2026. 27th June.

It was agreed that the replacement event would take place on the 27th June 2026.

17.3 The Clerk advised she has received Cllr Lindsay Sharp's resignation for Councillor for Hampton Parish Council. The Chairman noted on behalf of the Council, he would like to thank Cllr L Sharp's dedicated service and the commitment he has shown. His contribution to the community and to the work of the Council has been greatly appreciated, he wishes Lindsay every success in the future.

17.4 Update on Councillor Monthly Surgeries

The Chairman reported that the Council Office was opened on the last Saturday of February, March, and April. During this period, no residents from the Hampton or Vale wards attended. One resident from Hampton Heights did visit, and their concerns were discussed at the meeting; however, this area falls outside the Parish Council's allocated boundary.

It was therefore agreed to discontinue Saturday openings. The Council Office will continue to be open to residents on Wednesdays and Thursdays.

17.5 The Chair congratulated Ward Cllr Paul Wiggin (Vale Ward) and Ward Cllr Vishal Vichare (Hargate Ward) on their success on the elections which was held on the 7th May.

18/05/2026 Items for next agenda.

- End of year accounts 2025-2026.

19/05/2026 Date and time of the next Council meeting.

Thursday 28th May – 19.00 – Annual Parish Meeting of Electors

Thursday 4th June 2025 – 19:15

Closure of the meeting – 20:40