Hampton Parish Council
Making it happen for the Parish of Hampton Hargate and Vale

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MINUTES

FULL COUNCIL MEETING

Thursday 1st October 2026

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 1st October 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 R Eglin, Cllr V Patel, Cllr I Pratt, Cllr K Toynton – Ward.

Emily Pacey – Clerk and Responsible Financial Officer

01/10/2026 **Public Participation**
No members declared an interest on this agenda.

02/10/2026 **Ward Councillors Reports**
Cllr C Wiggin advised that Cllr P Wiggin had sent his apologies for not attending the meeting.
Cllr C Wiggin reported that he had attended a site meeting with James Collingridge and Peter Tebb from Peterborough City Council along Four Chimneys Crescent to assess whether parking enforcement measures or parking restrictions could be introduced in the area.
He also advised that a recent road traffic accident had occurred on Eagle Way, which was believed to be related to the new bus route. Peterborough City Council (PCC) is currently monitoring the situation.
Cllr V Patel raised concerns that the bollards at the corner of Horseshoe Way and Eagle Way have still not been replaced and now the parking around Horseshoe Way is a serious issue. Cllr C Wiggin advised that the bollards are included on the list of works to be completed; however, the work is subject to budget availability.
The Parish Council continues to request a visit to Hampton from a Parking Enforcement Services (PES) Officer, as parking remains a significant issue throughout the area. The Clerk advised that these issues will continue to be reported to PCC; however, residents are also encouraged to report parking concerns directly.

03/10/2026 **To receive apologies for absence**
Cllr C Ryan, Cllr T Fields, Cllr H Fields and Cllr C Guyton sent their apologies.

04/10/2026 **To receive Declarations of Interest**
Cllr C Wiggin – Cabinet Member (Lengthsmen)

05/10/2026 **To approve the minutes of the Full Council Meeting held on 3rd September 2026.**
It was agreed to approve the minutes of the Full Council meeting held on the 3rd September 2026, Cllr Z O'Sullivan proposed, Cllr V Patel seconded and all were in favour.

06/10/2026 **Planning Applications Update**

- 26/002863/WCPP - Tranche TC2 London Road Peterborough - Variation of conditions C21 (customer opening hours) and C23 (service area opening hours)
  Hampton Parish Council objects to Conditions C21 (customer opening hours) and C23 (service area opening hours). The site is located within a residential area and adjacent to a retirement home. Extending the operating hours would likely increase noise levels from customers, deliveries, and service activities, resulting in unacceptable noise pollution and disturbance to nearby residents, particularly elderly occupants of the retirement home. The proposed conditions therefore have the potential to adversely affect the amenity, wellbeing, and quality of life of those living in the immediate vicinity.
- 26/002894/HHFUL - 4 Horseshoe Way, Hampton Vale, Peterborough PE7 8LG - Proposed garage conversion and rear extension.
  Hampton Parish Council have no objection to this application.

Citizen Portal Planning - home

07/10/2026 **Planning Decisions**

- 26/002566/FUL - 343 Eagle Way, Peterborough, PE7 8GS - Change of use from Class E(g)(i) Offices to Class E(a) retail and Class E(c) barbers shop and alterations to shopfront to create 2no. units.
  Withdrawn by Applicant.
- 26/002717/CLP – 47 Lady Charlotte Road, Peterborough, PE7 8AE - Change of use from Class C3 (6 no. bedroom residential dwellinghouse) to Class C4 (house in multiple occupation for up to 6 no. people)
  Determined – Lawful 18th September 2026

08/10/2026 **Allotments / Anglian Association Update**

8.1 Update on the road surface and drainage works – Hampton Vale Allotments.
GKL has now completed the road improvement and additional drainage works at the Hampton Vale Allotments. Photographs of the completed road were circulated to Councillors prior to the meeting for review.
The Clerk met with Damian from GKL on site to inspect and sign off the completed works. The Clerk also advised that confirmation has been received from the Allotment Committee that they are satisfied with the works and are happy to sign them off.
As the works have been completed to the satisfaction of all parties, the invoice is now presented for payment.
8.2 Update on the Height Barrier – Hampton Vale Allotments.
The height barrier has now been installed at the Hampton Vale Allotments. The Allotment Committee has requested access to the barrier code to assist with organising deliveries, as the majority of deliveries are made on Fridays and weekends. The Clerk advised that she does not work on Fridays or weekends and is only based in the office on Wednesdays and Thursdays.

The Clerk also confirmed that the weight limit in place to protect the newly completed access road is 3.5 tonnes. The Allotment Committee advised that an exemption may need to be considered for deliveries from suppliers such as Mick George, Wickes and Branch Bros, as these companies typically use larger vehicles for bulk deliveries. Deliveries from Deeping Soil are generally within acceptable limits. However, scaffold board deliveries from Newborough, although suitable in terms of weight, are usually transported on flatbed lorries which may not be able to pass under the height restrictor.

Members considered arrangements for access to the allotment site and resolved that the Allotment Committee would not be provided with the access code for the height barrier.

It was noted that all deliveries to the allotment site must be arranged through the Clerk. The existing vehicle weight restriction of 3.5 tonnes remains in force, and vehicles exceeding this limit will not be permitted access to the road.

The Clerk advised that deliveries should be scheduled on Wednesdays and Thursdays, which are the Clerk's office days. Deliveries on Fridays may be possible in exceptional circumstances, subject to sufficient advance notice and the Clerk's availability.

In reaching its decision, the Council recognised the importance of protecting the road infrastructure. Members noted that a substantial investment had been made in the road and agreed that appropriate measures were necessary to safeguard this investment and minimise the risk of damage from heavy vehicles.

8.3 Anglian Association Grant Update

Following the Parish Council's decision to award a grant of £2,500 to the Hampton Lakes Angling Association towards the purchase of carp for Hampton Lakes, the Association has now submitted a completed grant application together with all supporting documentation required to support the funding request.

The Clerk confirmed that the application and accompanying documents have been reviewed and found to be satisfactory. The Parish Council's grant contribution of £2,500 has now been paid to the Association.

It was also agreed that Cllr C Wiggin and the Clerk will oversee the grant funding to ensure that it is used solely for the approved purpose, namely the purchase of carp for Hampton Lakes. They will monitor the project and receive updates from the Association as required to ensure the funding delivers the intended benefits of reducing the crayfish population, improving fish stocks and helping to mitigate further bank erosion.

09/10/2026 Radar Speed Sign Update.

The three new solar panels have now been delivered and are currently being stored by Peterborough City Council at their depot. The three locations approved at the September Parish Council meeting have since been reviewed and agreed with Peterborough City Council. Installation is expected to take place within the next eight weeks.

10/10/2026 Environmental Purchases / Maintenance Update

10.1 Memorial Bench for the War Memorial Garden Update.

Members considered quotations for the supply and installation of a remembrance memorial bench to be located at the Memorial Garden. The quotation from GD Steelworks for the delivery and supply of a “Lest We Forget” Remembrance Tribute Steel Bench with Poppy Design was received in the sum of £945.98.

Members also considered the quotation from Community Property Care Ltd (CPC Estates) for the installation of the memorial bench, including the excavation works, construction of a reinforced concrete base, installation of the bench and reinstatement of the surrounding area, at a total cost of £855.48 including VAT. Following consideration, it was resolved to approve both quotations, with the quotation from GD Steelworks approved for the supply of the memorial bench and the quotation from Community Property Care Ltd (CPC Estates) approved for the installation works. Members noted that the total project cost would be £1,801.46. Members further noted that the memorial bench project constitutes eligible infrastructure and community enhancement expenditure and therefore agreed that the costs should be funded from the Council's Community Infrastructure Levy (CIL) reserves.

10.2 Replacement Bench Update – New Lakeside, Hampton Vale.

Cllr C Wiggin advised that he would follow up with O&H to obtain a progress update and report back to the Council.

11/10/2026 Zurich Insurance Renewal – 7th November 2026 – 6th November 2027

The Council considered the renewal invitation received from Zurich Insurance Company Ltd for the period of cover commencing 7th November 2026 and ending 6th November 2027. Members noted that the annual premium payable was £565.72. Following due consideration, it was resolved to accept the renewal on the terms offered. The resolution was proposed by Cllr V Patel, seconded by Cllr Z O'Sullivan, and all were in favour.

12/10/2026 Finance, HR Update & Grant Application

12.1 To note the External Audit Report from PKF John for the year end 2025/2026.

The Clerk reported that PKF Littlejohn LLP had completed the external audit of the Council's accounts for the financial year 1st April 2025 to 31st March 2026. Members were advised that the audit had been successfully concluded and the Annual Governance and Accountability Return (AGAR) had been signed off without qualification. The external auditors confirmed that Hampton Parish Council had prepared its year-end accounts in accordance with Proper Practices and that no matters had come to their attention giving cause for concern that relevant legislation, regulatory requirements or proper practices had not been complied with. Members noted the successful completion of the audit and congratulated the Clerk on the outcome.

12.2 To note the new pay scales from CAPALC from April 2026

The Clerk advised that the updated salary scales issued by CAPALC had been circulated to Members prior to the meeting for consideration. Members noted the revised pay scales and were informed that, in accordance with national salary award arrangements, the updated scales will be implemented with effect from 1 April 2026.

12.3 To Discuss Scouts Grant Application – Poppy Crosses for Remembrance Sunday

The Council considered a grant application submitted by Rebecca Briggs, Unit Leader of 2nd Hampton Brownies, on behalf of the Hampton Scouts and Guiding Groups. The application requested funding of £180.00 towards the purchase of 60 poppy crosses to be placed at the Hampton Memorial Garden as part of the annual Community Remembrance Service on 8th November 2026. The application advised that approximately 110 young people from the local Scouting and Guiding groups are expected to participate in the event.

Members noted that the project supports the ongoing participation of local uniformed groups in the annual Remembrance Service and contributes to community engagement and remembrance activities within the Parish. Following consideration of the application and supporting documentation, it was resolved to approve the grant application and award funding of £180.00 towards the purchase of the poppy crosses, Cllr K Toynton – Ward proposed, Cllr I Pratt seconded and all were in favour.

12.4 – Budget / Precept Meeting – 2027/2028

It was agreed that an Extraordinary Meeting of Hampton Parish Council be held on 12th November at 7.15 pm at Active Hampton to consider the Budget and Precept for the 2027/28 financial year.

12.5 To approve schedule of payments for October 2026

It was agreed to approve the schedule of payments for October 2026, Cllr R Eglin proposed, Cllr K Toynton-Ward seconded and all were in favour.

Payee	**Description**	**Total**	**Method**	**Powers**
Expenditure				
Active Hampton	3rd September Recreation & Meeting Hire	£56.00	Bacs	LGA 1972, s.133
Clerk, Nest, HMRC	Payroll including Backpay from April - Sep hourly rate increase	£3,594.03	Bacs	LGHA 1989 s7
Tesco Mobile	Office Mobile	£15.96	DD	LGA 1972
Peterborough City Council	November - Office (Leisure Centre, Clayburn Road)	£300.00	Bacs	LGA 1972
Peterborough City Council	Lengthsmen Contract -August x2	£7,169.66	Bacs	Highways Act 1980, s130
PKF Littlejohn	External Audit - 2025-2026	£504.00	Bacs	LGA 1972
Pest Solutions	Wasp Nest – Hargate Allotments	£108.00	Bacs	Allotments Act 1908
GKL	Extra Drainage Works - HVALE Road Surface Allotments	£2,400.00	Bacs	CIL
A1 Fencing	Height Barrier - HV Allotments	£4,008.00	Bacs	CIL
Arco	Litter Picking Equipment	£116.94	Bacs	Highways Act 1980
Elan City	3x Speed Units	£9,455.89	Bacs	CIL
GD Steel Works	Lest We Forget Memorial Bench	£945.98	Bacs	CIL
Clerk	Reimbursement for the Poppy Wreath for Remembrance Day	£27.50	Bacs	LGA 1972
Zurich Insurance	Renewal 7th November 2026 – 6th November 2027	£565.72	Bacs	LGA 1972
Clerk	Reimbursement for padlock for height barrier	£15.99	Bacs	LGA 1972
	Total	**£29,283.67**		
Income				
PCC	Precept - 2026/2027	£49,864.50		
Barclays	Bank Interest	£261.64		
	Total	**£50,126.14**		
Grants				

Hampton Brownies	Poppy Crosses - Remembrance Sunday	£180.00		
Anglian Association	Purchase of Carp	£2,500.00		
	Total	**£2,680.00**		

13/10/2026 Lengthsmen Contract Update

The Clerk reported on recent correspondence received from Chris Jackson, Peterborough City Council (PCC) regarding the future of the Lengthsmen Service beyond the current agreement, which expired on 30th September 2026.

Members were advised that PCC had acknowledged the Parish Council's request for costings to extend the existing Lengthsmen agreements and had reiterated concerns first raised in March regarding the long-term sustainability of operating the service under the current arrangements. Whilst some amendments had been implemented, PCC advised that a number of the identified risks had since materialised, impacting both the operation and financial viability of the service. Consequently, PCC indicated that any extension beyond the current agreement period would likely require further revisions to the contractual arrangements to ensure the service remains sustainable and financially viable.

The Clerk reported that a meeting had been held on 1st October 2026 between Chris Jackson (PCC), Cllr C Wiggin and the Clerk, during which PCC outlined the commercial challenges associated with the current contract and the ongoing discussions aimed at identifying a practical and sustainable way forward. PCC has subsequently confirmed that, subject to Parish Council approval, it is prepared to extend the existing Lengthsmen contracts until 31st March 2027. Upon confirmation, PCC will instruct its legal team to prepare and issue the necessary documentation to formalise the extension.

Members were also advised that PCC intends to contact the Parish Council in the coming weeks to discuss proposals relating to a wider review of Parish Council arrangements beyond April 2027. PCC welcomed any suggestions from the Parish Council regarding measures that could help mitigate the identified risks and support the future delivery of the service.

Following consideration, it was resolved to extend the Lengthsmen contract until 31st March 2027. It was further agreed that the Clerk would contact other parish councils to ascertain how they manage litter collection, whether they operate Lengthsmen schemes, and how those arrangements function in practice.

Cllr K Toynton proposed, Cllr I Pratt seconded and all were in favour, Cllr C Wiggin abstained.

Members were further advised that, in accordance with the resolution made at the September Parish Council meeting, quarterly liaison meetings with Anthony Lovelock had now been arranged. The first meeting is scheduled to take place on 21st October 2026 at 11.00am. The purpose of these meetings is to maintain regular communication, monitor service delivery, and discuss future arrangements for the Lengthsmen Service.

14/10/2026 Hampton Vale Community Centre

The Clerk advised Members that a meeting has been arranged by Antonia Oakes-Jones from Peterborough City Council in relation to the ongoing review of community centres within the Council's estate, including Hampton Vale Community Centre.

Members were informed that Peterborough City Council has been engaging with representatives of the Community Centre to gain a better understanding of the operation of the facility, the social value it provides to local residents and how the Council may be able to support its future development. As part of the review process, the Council has identified a number of matters requiring further clarification and has requested additional information from the Community Centre. As the requested information has not yet been fully received, the Council's Legal Team has issued a formal letter requesting that the relevant documentation be provided within 21 days.
The meeting will take place at the Parish Office on 7th October at 9.30am and will provide an opportunity to discuss the Community Centre, its role within the local community and any views, concerns or feedback from the Parish Council and local residents.

15/10/2026 Correspondence and Communication

- Parking Issues around Hampton – see minute 02/10/2026 Ward Councillors Report.
- Cllr R Eglin reported a successful outcome regarding the overhanging branches on Braymere Road. He advised that, after spending several months being directed between the Council and O&H Hampton, the matter had finally been resolved.

16/10/2026 Items for next agenda

- Publication of Key Contact Details for External Agencies (including Peterborough City Council and Cambridgeshire Police)

17/10/2026 Date and time of the next Full Council meeting.

- Thursday 5th November 2026 – 7:15pm.
- Thursday 12th November 2026 – 7:15pm Budget Meeting

Closure of the meeting – 20:55