



Hampton Parish Council

Making it happen for the Parish of Hampton Hargate and Vale

Parish Office, Hampton Vale Community Centre, 1 Stewartby Avenue, Hampton Vale, Peterborough, PE7 8NJ
Tel: 01733 229069 E-mail: deputyclerk@hamptonpc.org.uk Web: www.hamptonpc.org.uk

Office Hours: Wednesday to Friday 9am to 1pm – there is an answerphone service when the office is not manned due to meetings etc.

Clerk: Mrs G Cade

Minutes of the Meeting of the Parish Council commencing at 7.00pm on Thursday 3 August 2017 at the Tesco Community Room, Serpentine Green, Hampton

Members: 14 Quorum: 5

The meeting was open to the public and press.

Present: Cllrs Amps, Bisby-Boyd, Dearden, Guyton, Leonard, Patel, Pratt, Ramos, Sharp, Toynton-Ward and Wiggin and the Clerk Gemma Cade.

84/08-2017	Health and Safety Information <i>The Chair provided Health and Safety information regarding the venue.</i>	Chair	Health & Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999
85/08-2017	To receive and consider the approval of apologies for absence <i>Apologies were received and accepted from Cllr Ryan and late apologies from Cllr Pratt.</i>	Clerk	Standing Orders June 2017
86/08-2017	Declarations of Disclosable Pecuniary Interest To receive Declarations of Disclosable Pecuniary Interest regarding items on the agenda: Councillors to declare any Disclosable Pecuniary Interest that have not already been registered and published regarding any items on the agenda to the Clerk. *Councillors with an interest wishing to participate in any discussion on the item must apply to the proper officer of the council (i.e. the clerk) for a dispensation from the rule on non-participation (i.e. Any member who has a DPI in an item on an agenda must not participate in any discussion of, or vote on, the item). To consider any requests for Dispensation regarding Disclosable Pecuniary Interest: Members requesting a dispensation are required to complete a written application form (circulated) and submit it to the Clerk prior to the commencement of the meeting and can then participate in the discussion whether to grant them a dispensation. PLEASE NOTE: *There is no provision for the member to address the Council regarding Disclosable Pecuniary Interests during the Public Forum. <i>There were no requests for Dispensation regarding Disclosable Pecuniary Interest.</i>	Clerk	Notification of Interests Pursuant to Section 81(i) of the Local Government Act 2000 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Standing Orders June 2017
87/08-2017	Public Forum The Chair suspended Standing Orders at 7:03pm. Ward Cllr King and two residents were present, but indicated they did not wish to address the Council. The Chair reconvened the meeting at 7:04pm.	Chair	Standing Orders June 2017

88/08-2017	Minutes of the Meeting of the Parish Council held on Thursday 4 May 2017 <i>It was proposed by Cllr Patel, seconded by Cllr Toynton-Ward and carried the minutes of the meeting held on Thursday 4 May 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
89/08-2017	Minutes of the Meeting of the Allotments Sub-Committee on Tues 23 May 2017 <i>It was proposed by Cllr Patel, seconded by Cllr Sharp and carried the minutes of the meeting held on Tuesday 23 May 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
90/08-2017	Minutes of the Meeting of the Parish Council held on Thursday 1 June 2017 <i>It was proposed by Cllr Dearden, seconded by Cllr Leonard and carried the minutes of the meeting held on Thursday 1 June 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
91/08-2017	Minutes of the Meeting of the F & GP Committee held on Tuesday 20 June 2017 <i>It was proposed by Cllr Leonard, seconded by Cllr Toynton-Ward and carried the minutes of the meeting held on Tuesday 20 June 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
92/08-2017	Minutes of the Meeting of the Parish Council held on Thursday 6 July 2017 <i>It was proposed by Cllr Dearden, seconded by Cllr Patel and carried the minutes of the meeting held on Thursday 6 July 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
93/08-2017	Minutes of the Meeting of the F & GP Committee held on Tuesday 18 July 2017 <i>It was proposed by Cllr Patel, seconded by Cllr Amps and carried the minutes of the meeting held on Tuesday 18 July 2017 be adopted.</i>	Chair	Standing Orders June 2017																																				
94/08-2017	Proposed Development – Hampton Vale Primary School, Nursery 17/01209/FUL David Turnock, Director DT Architects presented plans which have already been submitted to Peterborough City Council for planning consent, to extend the Nursery provision within Hampton Vale Primary School. The proposal is to insert a timber framed box into an existing garden court yard within the school, presently unused by the Nursery. Cllr Leonard questioned whether the plans will mean extra staff will be employed, which David explained is not the case, which means no additional parking will be used or required. The plans had previously been reviewed by the Finance & General purposes committee on 18 July with no comments (Minute No. 81/07-2017). Members had no objections to the plans.		Standing Orders June 2017																																				
95/08-2017	HVCAG Drainage – Update The Clerk reported to Council that the drainage excavation had been successfully completed at Hampton Vale Community Gardens, but unfortunately the gravel ordered previously had been underestimated, so in order to complete the work, make the area safe and allow plot 38H to be leased, another 4 tonnes of gravel would be required at a cost of £174.96, including VAT and delivery. It was proposed by Cllr Leonard, seconded by Cllr Toynton-Ward and carried that the expenditure be approved and the Clerk order the gravel at the earliest opportunity to allow the work to be completed.	Clerk	Standing Orders June 2017																																				
96/08-2017	Approval of Accounts Cllr Patel raised a query with item 641, as the bill is much higher than in previous months. As the payment is late, members agreed it should be paid, but queried with BT by the Clerk as soon as possible. It was proposed by Cllr Wiggin, seconded by Cllr Toynton-Ward and carried that the expenditure detailed below be approved for payment. The Chair checked and signed off each item for audit and Cllrs Amps and Leonard signed the cheques authorising payment.	Chairman / Authorised Signatories / Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders June 2017																																				
	<table border="1"> <thead> <tr> <th>Ref</th> <th>Cheque</th> <th>Date</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>633</td> <td>100643</td> <td>03/08/17</td> <td>G Cade</td> <td>Wages and Mileage</td> <td>783.09</td> </tr> <tr> <td>634</td> <td>100644</td> <td>03/08/17</td> <td>HMRC</td> <td>Tax and National Insurance</td> <td>97.15</td> </tr> <tr> <td>635</td> <td>Direct Debit</td> <td>03/08/17</td> <td>NEST</td> <td>Employee/Employer Pension Contributions - June</td> <td>6.61</td> </tr> <tr> <td>636</td> <td>100645</td> <td>03/08/17</td> <td>Hampton Vale Community Association</td> <td>Office Room Hire September 2017</td> <td>756.00</td> </tr> <tr> <td>637</td> <td>100646</td> <td>03/08/17</td> <td>Enterprise Managed Services Limited</td> <td>Lengthsman Service (x 2) July 2017</td> <td>4411.27</td> </tr> </tbody> </table>	Ref	Cheque	Date	Payee	Details	£	633	100643	03/08/17	G Cade	Wages and Mileage	783.09	634	100644	03/08/17	HMRC	Tax and National Insurance	97.15	635	Direct Debit	03/08/17	NEST	Employee/Employer Pension Contributions - June	6.61	636	100645	03/08/17	Hampton Vale Community Association	Office Room Hire September 2017	756.00	637	100646	03/08/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) July 2017	4411.27		
Ref	Cheque	Date	Payee	Details	£																																		
633	100643	03/08/17	G Cade	Wages and Mileage	783.09																																		
634	100644	03/08/17	HMRC	Tax and National Insurance	97.15																																		
635	Direct Debit	03/08/17	NEST	Employee/Employer Pension Contributions - June	6.61																																		
636	100645	03/08/17	Hampton Vale Community Association	Office Room Hire September 2017	756.00																																		
637	100646	03/08/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) July 2017	4411.27																																		

	638	100647	03/08/17	G Cade	Petty Cash	67.18		
	639	100648	03/08/17	G Cade	1&1 Internet	11.99		
	640	100649	03/08/17	BT	Parish Office Landline 17.06.17	36.62		
	641	100650	03/08/17	BT	Parish Office Landline 15.07.17	74.20		
	642	100651	03/08/17	Anglian Water	HVCAG Supply 07.01.17 – 07.03.17	66.83		
	643	100652	03/08/17	G Cade	Mick George –	398.00		
	644	100653	03/08/17	CSK	CSK – Hire of front	66.00		
	645	100654	03/08/17	I Pratt	Deposit paid for	30.00		
	646	100655	03/08/17	G Cade	HVCAG – Drainage	174.96		
					Total	6979.90		
97/08-2017	<p>Planning Members reviewed but had no comments on the following applications:</p> <ol style="list-style-type: none"> 1. 17/01325/CLP 2. 17/01333/FUL 3. 17/01427/NONMAT 4. 17/01414/FUL 5. 17/01152/NONMAT <p>Members were asked to visit the site locations and familiarise themselves with each application prior to the meeting.</p>						Clerk / All Councillors	T & C Planning 1990 Sch 1 para 8 PCC Local Planning Framework Standing June 2017
98/08-2017	<p>Community Skip Trial The Clerk reported that the Community Skip trial has all been booked, as approved by Full Council, as follows:</p> <p>Hampton Hargate – Saturday 26 August, Active Hampton Beaumont Way 9am-12pm Hampton Vale – Saturday 2 September, Hampton College, Eagle Way 9am-12pm</p> <p>Each skip will be at a cost of £199.00, total £398.00. They will be delivered at 7am on each of the agreed dates, but this is the only time of day when delivery can be guaranteed. Both skips will be collected between 12-1pm. A minimum of two Councillors are required to accompany each skip.</p> <ul style="list-style-type: none"> • Cllrs Sharp and Bisby-Boyd volunteered for the 26 August 2017 • Cllrs Amps and Wiggin volunteered for the 2 September 2017 <p>Members requested that when the advert is shared online it is pointed out that the skip provision is on a “first come, first served” basis and that the Hampton Vale Community skip has now been confirmed for 2 September, as this was not stated in the original Gazette article.</p>						Cllr Patel / All Cllrs	Standing Orders June 2017
99/08-2017	<p>Chairmanship Training Cllr Pratt reported to Council that the chairmanship Training has now been booked for Saturday 9th September from 9:30am to 4:30pm. Cllr Pratt has booked at room at the CSK at a cost of £96.00. Tina from CAPALC has invited all local Parishes, so far two have shown interest, with six from Hampton Parish Council.</p>						Cllr Pratt	Standing Orders June 2017
100/08-2017	<p>Peterborough City Council – Great Haddon Planning Committee, Outline Permission Update Cllr Leonard reported the following:</p> <p>The Great Haddon Urban Extension, (5,300 houses, schools, shops and roads, including a dual carriageway from A15 to A1139) was granted Outline Planning Consent in 2013, subject to signing S106 agreements.</p> <p>However, the members (comprising three groups) of the Consortium proposing to build Great Haddon could not agree exactly how much each group would contribute to the S106 “pot”. This resulted in the S106 Agreement not being signed.</p> <p>Peterborough City Council needs the Urban Extension to be delivered as a whole project.</p>						Cllr Leonard	Standing Orders June 2017

	<p>PCC do not want the Groups to come forward with separate developments on their individual parcels of land because the infrastructure would not be delivered as a whole development. If it is not one overall development there would be the risk that PCC would have to step in to meet the shortfall in the infrastructure costs.</p> <p>On 25th July 2017 PCC asked its Planning Committee to withdraw the Outline Planning Consent if the Great Haddon Consortium did not sign the S106 Agreement (as a whole scheme) by 30th September 2017.</p> <p>The Consortium representatives indicated to the Committee that they would be in a position to sign the S106 Agreement as a one development by 30th September 2017.</p>		
101/08-2017	<p>School Summer Prize Giving 2017</p> <p>Cllr Sharp reported to Council that herself and Cllr Dearden had attended the prizegiving's to present prizes as planned. The Councillors were extremely impressed with the Children's knowledge of their community and hope to repeat the Summer Prize Giving again next year.</p>	All Cllrs	Standing Orders June 2017
102/08-2017	<p>Community Panel Grant Paperwork – Review</p> <p>Cllr Patel gave a summary of changes to the Community Panel Grant paperwork proposed by the Finance and General Purposes Committee. After a short discussion, it was proposed by Cllr Patel, seconded by Cllr Toynton-Ward and carried that all proposed changes be accepted and the revised paperwork adopted immediately.</p>	All Cllrs	Standing Orders June 2017
103/08-2017	<p>Information Received – For action:</p> <p>The Clerk reported:</p> <ol style="list-style-type: none"> 1. Hampton Scouts – Christmas Carol Float. Email received, requesting a volunteer to join as a committee member to organise a 2017 float. Cllr Toynton-Ward volunteered, depending on meeting dates. The Clerk agreed to put Cllr Toynton-Ward in touch with the group. 2. Civic Awards Nominations Form received and circulated <p>Information Received - To be Noted:</p> <p>The Clerk reported:</p> <ol style="list-style-type: none"> 3. Notice from Highways England A1 (M) Maintenance received and circulated 4. Highways England Mobile Visitor Centre and response from Cllr Seaton 5. West Lake Avenue – Zebra Crossing work has started 6. Hargate Road Signs – Hargate Way & Silver Hill new road signs installed 7. 20mph Roundels ordered at the request of Full Council. Work should be completed before the start of October. 8. Resident email received re: Sunset Lake and response from O&H Hampton. Regarding Anti-Social behaviour and mistreatment by residents of the birds and other wildlife on the lake. The resident is corresponding with O&H Hampton regarding possible actions to limit ASB around the lake. Council updated for information and asked that the Clerk also inform Romsey Mill and Rob Hill, PES team of the issues in the area. 9. Peterborough Parish Conference scheduled - Tuesday 14th November 2017 10. External Audit 2016/17 – Response from PKF Littlejohn to acknowledge receipt of Audit documentation. 11. Serpentine Lake / Braymere Development – Residents from St Edmunds Court have been liaising with Peterborough City Council Planning Department through the Clerk, and have now put forward a document of suggested conditions for the development, which has been circulated to all members for information. Peterborough city Council have not yet responded to the proposals, but have assured the Clerk they will do their best to accommodate the residents suggestions. 	Clerk	Standing Orders June 2017
104/08-2017	<p>HR Committee Update</p> <p><i>The Chairman advised in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.</i></p> <p>Cllr Pratt reported that the recruitment drive has been well received, with 6 completed application forms being screened and 3 applicants invited for interview</p>	Cllr Pratt	Standing Orders June 2017

	<p>next week. Interview questions have been agreed by the HR Committee. Intentions are to appoint a new Full Time Clerk by the end of August. As an interim measure, the HR committee propose to appoint a temporary Clerk two mornings per week for approximately two months, to assist with the handover period, as well as conduct a health check of the office procedures, as advised by CAPALC. Talks have been held with a local experienced Clerk, available immediately with a wealth of experience from a busy Town Council, who has previously worked for CAPALC. Cllr Pratt pointed out the interim Clerk and additional hours of the new Clerk when appointed, will exceed the staffing budget approved. Cllr Pratt proposed, seconded by Cllr Patel and supported by all members that the extra funds be made available from reserves.</p>		
105/08-2017	<p>Suggestions are invited for items to be included on future agendas</p> <p>Items already put forward for inclusion on Forthcoming Agendas depending on urgency and visitor availability:</p> <ol style="list-style-type: none"> 1. Working Together <i>Representatives of local Housing Associations to advise on how they deal with anti-social behaviour.</i> 2. Planning Training 3. Road Adoption Update 4. Lengthsman Service – Contract and Route Plans 5. Hampton Street Lights – Faults Mapping / Reporting 6. Bags of Help – Tesco Community Grants 7. “Road Safety” – Working Group to be set up 	Clerk / All Cllrs	Standing Orders June 2017
106/08-2017	<p>The Chair reported the dates of future meetings and events:</p> <ul style="list-style-type: none"> • There will be a meeting of the Allotments Sub-Committee on <u>Tuesday 8 August 2017</u> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7:00pm. • If required, there will be a meeting of the Finance & General Purposes Committee on <u>Tuesday 15 August 2017</u> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm. • The next meeting of the Parish Council will be held at 7pm on <u>Thursday 7 September 2017</u> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm. 	Chair	Standing Orders February 2016
107/08-2017	Close of meeting 8:23pm	Chair	