



Hampton Parish Council

Making it happen for the Parish of Hampton Hargate and Vale

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Acting Clerk: Mrs G Cade

Minutes of the Meeting of the Parish Council commencing at 7.00pm on Thursday 6 April 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, Sharp, Sykes, Toynton-Ward and Wiggin and the Acting Clerk Gemma Cade.

250/04-2017	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
251/04-2017	To receive and consider the approval of apologies for absence <i>Apologies were received and accepted from Cllrs O'Sullivan and Ryan, late apologies were also received from Cllr Toynton-Ward.</i>	Acting Clerk	Standing Orders February 2016
252/04-2017	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>	Acting 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 February 2016
253/04-2017	Public Forum The Chair suspended Standing Orders at 7:03pm. Ward Cllr Seaton informed members of the road closure at the junction of Eagle Way / A15. The road will be totally closed from the 18 th April for approximately 16 weeks. Cllr Seaton is in talks with PCC highways and planning to request the opening of Hampton Avenue before the closure to ease congestion, talks are ongoing. The Chair reconvened the meeting at 7:06pm.	Chair	Standing Orders February 2016

254/04-2017	<p>Safer Peterborough Partnership Martin Marsh, Community Recovery Manager and PES (Prevention Enforcement Service) Southern Sector Lead gave a short presentation. He summarised the issues faced by his team in the Hampton area, touching on Youth Anti-Social Behaviour and Parking. Martin and his team will be focusing on Education and Enforcement. He explained the difficulties in enforcing parking fines due to the number of unadopted roads in Hampton and directed members to the PCC website for a full list of adopted and unadopted roads. He raised the suggestion of PES working together with Hampton Parish Council to approach local schools to propose a Hampton-wide initiative focusing on parking which was supported by members who asked the Acting Clerk to contact the schools and add an item to the May Agenda for discussion. He acknowledged Hampton no longer has a dedicated Police Officer and the present resourcing issues with the area now having 2 PCSO's. Martin reminded members that the "MyPeterborough" app is the best way to report low level crime such as parking and fly-tipping and asked that any issues are immediately reported through the app.</p> <p>Cllr Bisby-Boyd and Cllr Patel stressed the need for more enforcement on parking.</p> <p>Cllr Toynton-Ward arrived at 7:11pm</p>	Acting Clerk / Martin Marsh	
255/04-2017	<p>Hampton Youth Club Rachel Young, Pioneer Vicar at CSK briefed the Council on CSK's progress on Youth Services, following the identification of a need for more youth activity in Hampton. CSK have put in an application to Ely Diocese for both a Part-Time children's and families' worker Full-Time Youth Worker a decision on funding is due early May 2017 with view to a person being in post by September 2017. The role will be 50% direct Church activities, but CSK would also like to offer 50% of their time, in conjunction with some of Rachel's time, to other community projects. Rachel hopes to provide an update in time for the May meeting.</p> <p>Bruce Stancombe – Youth Team Leader, Peterborough City Council gave a brief overview of services his team can offer to the area to help get a community Youth Club started, either in the short or medium term, they can give grants of up to £1000 for rental costs or equipment, Peterborough City Council also offer a summer initiative to partner agencies and community groups of grants up to £2000 per project. He briefly mentioned a proposal from YMCA in conjunction with Serpentine Green to start a Youth Club within Serpentine Green. The Acting Clerk will facilitate putting Bruce in touch with David Wait at Serpentine Green and Lisa at the YMCA to aid discussions and a working partnership moving forward.</p> <p>Cllr Seaton briefly spoke to add that Romsey Mill have also shown an interest in providing services to the area.</p> <p>To be followed up at a later meeting.</p>	Acting Clerk / Bruce Stancombe / Rachel Young	
256/04-2017	<p>Proposed Development – Hampton Centre (Separate to general planning, due to public interest)</p> <p>The Chair suspended Standing Orders at 7:45pm for members to peruse plans. The Chair reconvened the meeting at 8:50pm</p> <p>Members reviewed and commented on application 17/00152/REM, it was proposed by Cllr Toynton-Ward, seconded by Cllr Bisby-Boyd and carried that the following 6 points be raised to Peterborough City Council Planning on behalf of Hampton Parish Council by the Acting Clerk:</p> <ul style="list-style-type: none"> • Lack of Visitor/Customer Parking • Insufficient Visitor / Customer Cycle Parking • Concerns over Drainage/Foul Smell • Proposal of one way traffic on St Edmunds Walk (Braymere > Lakeview) • Proposal of parking restrictions on St Edmunds Walk • Lack of pedestrian access from Boardwalk to Braymere Road access • Noise pollution during construction and impact on local Residents 	Acting Clerk / All Councillors	T & C Planning 1990 Sch 1 para 8 PCC Local Planning Framework Standing Orders February 2016

257/04-2017	Minutes of the Meeting of the Parish Council held on Thursday 5 January 2017 <i>It was proposed by Cllr Amps, seconded by Cllr Patel and carried the minutes of the meeting held on Thursday 5 January 2017 be adopted.</i>	Acting Clerk	Standing Orders February 2016
258/04-2017	Minutes of the Meeting of the F & GP Committee held Tuesday 17 January 17 <i>It was proposed by Cllr Patel, seconded by Cllr Pratt and carried the minutes of the F & GP Committee meeting held on Tuesday 17 January 2017 be adopted.</i>	Acting Clerk	Standing Orders February 2016
259/04-2017	Minutes of the Meeting of the Parish Council held Thursday 2 February 17 <i>It was proposed by Cllr Guyton, seconded by Cllr Toynton-Ward and carried the minutes of the meeting held on Thursday 2 February 2017 be adopted.</i>	Acting Clerk	Standing Orders February 2016
260/04-2017	Minutes of the Meeting of the Allotments Sub-Committee held Tues 7 Feb 17 <i>It was proposed by Cllr Patel, seconded by Cllr Pratt and carried the minutes of the Allotments Sub-Committee meeting held on Tuesday 7 February 2017 be adopted.</i>	Acting Clerk	Standing Orders February 2016
261/04-2017	Minutes of the Meeting of the Parish Council held on Thursday 2 March 2017 <i>It was proposed by Cllr Bisby-Boyd, seconded by Cllr Leonard and carried that the minutes of the meeting held on Thursday 2 March 2017 be adopted, provided item 231/03-2017 wording be changed from "public inquiry" to "planning committee".</i>	Acting Clerk	Standing Orders February 2016
262/04-2017	Hampton Parish Council Annual General Meeting of the Electorate 2017 Cllr Sharp reported that Hampton Hargate Primary School has been booked for AGM on 16 th May. Members agreed to a full-page advert in the May Gazette to advertise the date and format of the meeting. Questions are being invited in advance of the meeting, none have been received yet. It was then proposed by Cllr Leonard, seconded by Cllr Guyton and carried that £1000 would be budgeted for small grants to local community groups who apply on the evening. Groups will be asked to write in to the Acting Clerk and once applicant numbers are known a format for application will be agreed, such as a short 3-minute presentation.	Chair	Standing Orders February 2016
263/04-2017	Review of Standing Orders 2017 Cllr Sharp briefed members on the findings of the working party on Standing Orders, but as involvement is needed from the HR Committee, the working party will now meet with Cllr Pratt to draw up the proposed changes to present to Full Council at either the May or June meeting.	Chair / Cllr Pratt	Standing Orders February 2016
264/04-2017	Community Skips Moved to April F&GP Agenda.		Standing Orders February 2016
265/04-2017	Hampton Vale Allotment Gardens Drainage Moved to May Agenda		Standing Orders February 2016
266/04-2017	Planning Members reviewed and commented as below on the following application: 1. 17/00352/FUL - To assist with the flow of traffic in to and out of the main car park, Hampton Parish Council propose the portable building for vehicle servicing and repairs be positioned next to the click and collect. Members reviewed and had no comment on the following applications: 2. Ref. No: 17/00353/ADV 3. Ref. No: 17/00536/DISCHG	Acting Clerk / All Councillors	T & C Planning 1990 Sch 1 para 8 PCC Local Planning Framework Standing Orders February 2016
267/04-2017	Budget / Accounts Update The Acting Clerk presented Hampton Parish Council accounts from Rialtas Finance Software for 2016/17 for information only. Year-end report will be included on the May Agenda or May F&GP depending on completion date.	Chairman / Authorised Signatories / Acting Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016

Approval of Accounts

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
/ Acting
Clerk

Local
Government
Act
1972 Sections
137,150, 168
Accounts and
Audit
Regulations
2011
Standing
Orders
February 2016

Ref	Cheque	Date	Payee	Details	£
584	100599	06/04/17	K Day (Waller)	Wages	563.79
585	100600	06/04/17	G Cade	Wages	843.58
586	100601	06/04/17	HMRC	Tax and National	288.35
587	100602	06/04/17	Hampton Vale Community Association	Office Room Hire May 2017	756.00
588	Direct Debit		NEST	Employee/Employer Pension	8.34
589	100603	06/04/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) March 2017 *Payment reduced due to overpayment on account in Dec 2015. Details provided with invoice.	2205.64
590	100604	06/04/17	Przemyslaw Szczuka	Return of Key Deposit – Hampton Vale Allotment Gardens	25.00
591	100605	06/04/17	S. Robinson	Computer Man Invoice for Replacement PC Hard Drive and Labour on 21 st March 2017	240.00
592	100606	06/04/17	G Cade	Petty Cash	140.78
593	100607	06/04/17	G Cade	1&1 Internet	11.99
594	100608	06/04/17	K. Day (Waller)	Vodafone Invoices for Parish Office mobile from October, November & December 2016 and January, February & March 2017.	75.60
595	Direct Debit		British Telecom	Parish Office Telephone Line Connection charge	150.00
596	100609	06/04/17	Mr. A. Williams	Invoice for HR service given between 1 st February and 14 th March 2017	571.66

597	100610	06/04/17	Hampton Hargate Primary School	Room Hire for CAPALC Councillor Training x 2 (8, 15 March 2017) *Original invoice ref 583 incorrect, HPC were only charged for 1 session, not 3)	140.00
598	100611	06/04/17	K. Grace	Hampton Hargate Allotment Key Deposit x 2 paid into HPC Bank incorrectly. Overpayment of £50.00 to be returned.	50.00
				Total	6070.73

269/04-2017	<p>Information Received – For action: The Acting Clerk reported:</p> <ol style="list-style-type: none"> Defibrillators – There has been no progress since the last meeting, Hargate One-Stop have said no and Vale One Stop still have not responded. Members asked that the Acting Clerk research and make contact with other potential sites and report back to Council. Memorial Bench – It was proposed by Cllr Sharp that a second bench be installed close to the Hampton Memorial Garden. This would be a memorial bench for Mr Fogarty funded by his donation to the Council. Members requested that the Acting Clerk look into permission and costings and report back to Council. Parish Office PC has been repaired – The Computer Man also recommended a NAS Hard Drive, based outside of the Parish Office for security purposes, costing £214.00 for part and fitting. It was proposed by Cllr Bisby-Boyd, seconded by Cllr Toynton-Ward and carried that the NAS Hard Drive be purchased and installed as soon as possible. <p>Information Received - To be Noted: The Acting Clerk reported:</p> <ol style="list-style-type: none"> Outreach Training – Completed successfully in March, total cost to Council was £280.00, invoices have been raised and posted to other Parishes. HPC Website – Some Councillor Bios are still outstanding, the Acting Clerk asked that these be emailed in ASAP and any feedback sent in by email. Vodafone / BT Update – BT Phoneline now installed for Parish Office so Vodafone contract has been cancelled with required 1 months notice. The new office telephone number will be 01733 229069. Memorial Garden - Cllr O’Sullivan and Cllr Sharp have looked into the arrangement with HPC and propose that this be discussed at either the May or June meeting when both are present. Allotment lease renewals 2017 and general update – All renewals paid and take up of plots has increased on both sites to 30 out of 36 available. Grant application – Hampton Scouts – The Chair of Hampton Scouts has been invited to April F&GP to present their Grant application. Hampton Vale Community Association Regular Users Event, Monday 1st May, Cllrs Bisby-Boyd and Toynton-Ward indicated their intention to attend. PKF Littlejohn LLP Instruction Letter relating to Annual Return for year ending 31st March received 	Acting Clerk	<p>Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016</p>
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	<p>9. Heart Beat Event Friday 7th April from 2pm @ Clayburn Court</p> <p>10. Peterborough CVS Volunteer Fair 3rd June 10am–4pm at Serpentine Green</p>		
270/04-2017	<p>HR Committee Update <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:</p> <ol style="list-style-type: none"> 1. The job description and advert written by the HR Committee has reviewed by CAPALC and agreed for the available Clerk position. The advert has been added to the HPC website, Hampton Gazette and CAPALC Website with a closing date of 21st April. The Council's procedure for requesting and logging annual leave and overtime is currently being reviewed by the HR Committee. 2. Due to the confidential nature of this agenda item – the agenda item minute was read back to members immediately after the discussion and resolution and approved on the night as read. Recording stopped at 8:52pm and resumed at 8:58pm. <p>Cllr Toynton-Ward thanked Cllr Pratt and the members of the HR committee for their work in setting up and running the HR Committee and commended their excellent work in bringing in procedure and policy changes for the good of HPC.</p>	Cllr Pratt	<p>Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016</p>
271/04-2017	<p>Suggestions 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 <i>Nick Harding – Peterborough City Council</i> 3. Road Adoption Update 4. Highways Planning Update <i>Lewis Banks – Peterborough City Council</i> 5. Lengthsman Service – Contract and Route Plans 6. Schools' Summer Prize Giving 7. Memorial Garden 8. Hampton Street Lights – Faults Mapping / Reporting <p>Cllr Leonard proposed a skills list be produced for all Councillors.</p> <p>Cllr Bisby-Boyd raised the email sent to Councillors relating to the Yaxley partnership and asked that this be researched and brought to a later meeting.</p>	Acting Clerk / All Cllrs	<p>Standing Orders February 2016</p>
272/04-2017	<p>Dates of future meetings and events: The Chair confirmed the dates of future meetings:</p> <ul style="list-style-type: none"> • There will be a meeting of the Finance & General Purposes Committee on Tuesday 18 April 2017 at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm. <p>The next meeting of the Parish Council will be held at 7pm on Thursday 4 May 2017 at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</p>	Chair	<p>Standing Orders February 2016</p>
273/04-2017	<p>Meeting closed at 9:09pm</p>	Chair	