



# 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](mailto:deputyclerk@hamptonpc.org.uk) Web: [www.hamptonpc.org.uk](http://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 4 May 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, Leonard, Patel, Pratt, Ramos, Ryan, Sharp, Toynton-Ward and Wiggin and the Clerk Gemma Cade.

1/05-2017	<b>Election of Chairman</b> Cllrs Sharp and Toynton-Ward put themselves forward for the position of Chair for the forthcoming year, members voted by ballot papers 5 votes to 4 in favour of Cllr Sharp, with 1 abstaining. Cllr Sharp signed the Acceptance of Office and took her seat to chair the remainder of the meeting.	Clerk / All Cllrs	
02/05-2017	<b>Health and Safety Information</b> <i>The Chair provided Health and Safety information regarding the venue.</i>	Chair	<b>Health &amp; Safety at Work Act 1974</b> <b>Management of Health and Safety at Work Regulations 1999</b>
03/05-2017	<b>To receive and consider the approval of apologies for absence</b> <i>Apologies were received and accepted from Cllrs Guyton and Sykes, late apologies were also received from Cllr Ryan, arriving at 19:18.</i>	Clerk	<b>Standing Orders February 2016</b>
04/05-2017	<b>Election of Vice Chairman</b> Cllr Toynton-Ward put herself forward for the position of Vice-Chair and by unanimous vote, was elected to the position. Cllr Toynton-Ward then signed the Acceptance of Office.	Clerk / All Cllrs	<b>Local Government Act 1972, ss 15(6) and 34(6).</b> <b>Standing Orders February 2016</b>
05/05-2017	<b>To appoint the nine members of the Finance and General Purposes Committee</b> Councillors were asked to indicate their interest in being a member of the Finance & General Purposes Committee. Eight members put themselves forward, meaning no vote was required, leaving one vacancy on the committee. The members of the Finance and General Purposes Committee 2017/18 agreed as:  Cllr John Amps Cllr Darren Bisby-Boyd Cllr Olive Leonard Cllr Vijay Patel Cllr Ian Pratt	Clerk	<b>Standing Orders February 2016</b>

	Cllr Marion Sharp Cllr Karen Toynton-Ward Cllr Christopher Wiggin		
06/05-2017	<p><b>To appoint the five members of the Human Resources Committee</b> Councillors were asked to indicate their interest in being a member of the Human Resources Committee. Five members put themselves forward, meaning no vote was required. The members of the Human Resources Committee 2017/18 agreed as:</p> <p>Cllr John Amps Cllr Leonard Cllr Patel Cllr Pratt Cllr Wiggin</p>	Clerk	<b>Standing Orders February 2016</b>
07/05-2017	<p><b>To appoint the four Parish Council members of the Allotments Sub-Committee</b> Councillors were asked to indicate their interest in being a member of the Allotments Sub-Committee. Four members put themselves forward, meaning no vote was required. The members of the Allotments Sub-Committee 2017/18 agreed as:</p> <p>Cllr Patel Cllr Pratt Cllr Sharp Cllr Toynton-Ward</p>	Clerk	<b>Standing Orders February 2016</b>
08/05-2017	<p><b>To agree five Parish Council representatives for the Peterborough City Council's Parish Liaison Group</b> Councillors were asked to indicate their interest in being a Parish Council Representative for the Peterborough City Council's Parish Liaison Group. Three members put themselves forward, meaning no vote was required, leaving two vacancies. The members of the Peterborough City Council's Parish Liaison Group were agreed as:</p> <p>Cllr Sharp Cllr Toynton-Ward Cllr Wiggin</p>	Clerk	<b>Standing Orders February 2016</b>
09/05-2017	<p><b>To agree five Parish Council Representatives for the Hampton Community Panel</b> Councillors were asked to indicate their interest in being a Parish Council Representative for the Hampton Community Panel. Five members put themselves forward meaning no vote was required. The members of the Hampton</p> <p>Cllr Dearden Cllr Patel Cllr Pratt Cllr Ryan Cllr Toynton-Ward</p>	Clerk	<b>Standing Orders February 2016</b>
10/04-2017	<p><b>Declarations of Disclosable Pecuniary Interest</b> 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.</p>	Clerk	<b>Notification of Interests Pursuant to Section 81(i) of the Local Government Act 2000 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012</b>

	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>		Standing Orders February 2016
11/05-2017	<b>Public Forum</b> The Chair suspended Standing Orders at 7:22pm.  Cllr Pratt informed members of the appointment of Mrs Gemma Cade as the Clerk to Hampton Parish Council, commencing 1 May 2017.  Ward Cllr Irene Walsh updated members on progress relating to parking issues at Hampton Hargate Primary School. Ward Cllrs have been in talks with the school and a proposal to alleviate the problem has been made, but not yet agreed. Once agreed, Cllr Walsh will report to Council. Cllr Walsh also informed members that Peterborough City Council has set up a member officer working group focusing on Air Quality/Pollution around schools in Peterborough, looking at ways to alleviate traffic around schools, talks are in progress.  Ward Cllr Fuller briefed members on the current situation with the Braymere Road/Serpentine Lake development, the scheme is currently being changed by the developer and discussed with City Council planning. The revised plans will at some point be put out for full consultation, but there is no date at present. He added that he didn't believe any further discussions or meetings had taken place with St Edmunds Court residents yet. Cllr Fuller also informed members that following residents' concerns being raised relating to Hargate Way speeding, he had been investigating ways to mitigate the problem. In discussion with the Safety Officer and Highways team, both temporary mobile speed cameras, at no cost to Parish and the installation of 20 mph Roundels on all main entrances to Hampton Hargate and Hampton Vale at a cost of £3200.00 have been mentioned. Members agreed that Cllr Ward both proposals were worthwhile investigating and asked Cllr Fuller to report back to a later meeting with more information on both.  The Chair reconvened the meeting at 7:37pm.	Chair	Standing Orders February 2016
12/05-2017	<b>Minutes of the Meeting of the Parish Council held on Thursday 6 April 2017</b> <i>It was proposed by Cllr Leonard, seconded by Cllr Amps and carried that the minutes of the meeting held on Thursday 6 April 2017 be adopted.</i>	Clerk	Standing Orders February 2016
13/05-2017	<b>Minutes of the Meeting of the F &amp; GP Committee held on Tuesday 18 April 2017</b> <i>It was proposed by Cllr Pratt, seconded by Cllr Wiggin and carried that the minutes of meeting held on Tuesday 18 April 2017 be adopted.</i>	Clerk	Standing Orders February 2016
14/05-2017	<b>Hampton Parish Council Annual General Meeting of the Electorate 2017</b> Cllr Sharp reported that plans for the AGM are going well, more groups invited and reminders sent out this week. One resident question received presently, relating to Hampton Health, who have been contacted for a formal response. One application to the small grants fund has been received from Hampton in Action. Members agreed the format for the grants should be a three-minute presentation by each applicant. Residents in attendance will indicate by a show of hands, their support for each presentation. New badges to be ordered for each Councillor and the Clerk ahead of the AGM.	Cllr Sharp	Standing Orders February 2016
15/05-2017	<b>Community Skips</b> Members discussed the proposal from Cllr Bisby-Boyd to provide community skips, in response to residents' requests for the service. Members agreed for the Clerk to cost the service and investigate potential sites. The Clerk will report back to Full Council in June.	All Cllrs / Clerk	Standing Orders February 2016
16/05-2017	<b>School Summer Prize Giving 2017</b> Cllr Sharp proposed that as in previous years, HPC fund a school summer prize giving at each of the 3 primary schools in Hampton, through the Chairs allowance. The proposal was unanimously supported. It was proposed by Cllr Amps that the prizes be increased from a £10.00 WH Smiths voucher to £20.00 and after a short discussion it was seconded by Cllr Leonard and supported unanimously to present 3 x £20.00 prizes to each Primary School, at a total cost of £180.00.	Cllr Sharp	Standing Orders February 2016
17/05-2017	<b>Hampton Vale Allotment Gardens Drainage</b> The Clerk informed members that following previous discussions relating to the Hampton Vale Allotment Drainage problems, a local landscaping company have		Standing Orders February 2016

	quoted a price of £200.00 to supply and man a digger for 4 hours, to excavate additional drains on plots 5, 6 and 38H. The work would relieve flooding to the 3 plots in question, which currently cannot be leased due to the water levels. After a full discussion, it was supported by all members that the work be arranged and Mini Digger hired to complete the work required.																																																																										
18/05-2017	<p><b>Planning</b> Members reviewed and had no objections to the following applications:</p> <ol style="list-style-type: none"> <li>1. 16/01239/FUL</li> <li>2. 17/00673/ADV</li> <li>3. 17/00638/FUL</li> <li>4. 17/00674/FUL</li> <li>5. 17/00672/FUL</li> <li>6. 17/00616/FUL</li> </ol> <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 Orders February 2016																																																																								
19/05-2017	<p><b>Approval of Accounts</b></p> <p>It was proposed by Cllr Patel, seconded by Cllr Wiggin 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.</p> <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>599</td> <td>100612</td> <td>04/05/17</td> <td>G Cade</td> <td>Wages</td> <td>756.28</td> </tr> <tr> <td>600</td> <td>100613</td> <td>04/05/17</td> <td>HMRC</td> <td>Tax and National Insurance</td> <td>79.77</td> </tr> <tr> <td>601</td> <td>100614</td> <td>04/05/17</td> <td>Hampton Vale Community Association</td> <td>Office Room Hire June 2017</td> <td>792.00</td> </tr> <tr> <td>602</td> <td>Direct Debit</td> <td>04/05/17</td> <td>NEST</td> <td>Employee/Employer Pension Contributions</td> <td>*TBC Cllr Patel</td> </tr> <tr> <td>603</td> <td>100615</td> <td>04/05/17</td> <td>Enterprise Managed Services Limited</td> <td>Lengthsman Service (x 2) April 2017</td> <td>4411.27</td> </tr> <tr> <td>604</td> <td>100616</td> <td>04/05/17</td> <td>Ela Rogers</td> <td>Return of Key Deposit – HVCAG</td> <td>25.00</td> </tr> <tr> <td>605</td> <td>100617</td> <td>04/05/17</td> <td>G Cade</td> <td>Petty Cash</td> <td>79.99</td> </tr> <tr> <td>606</td> <td>100618</td> <td>04/05/17</td> <td>G Cade</td> <td>1&amp;1 Internet</td> <td>11.99</td> </tr> <tr> <td>607</td> <td>100619</td> <td>04/05/17</td> <td>CAPALC</td> <td>Annual Membership Fee 2017/18</td> <td>869.20</td> </tr> <tr> <td>608</td> <td>100620</td> <td>04/05/17</td> <td>17<sup>th</sup> Nene (The Hamptons) Scout Group</td> <td>Grant</td> <td>500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><b>Total</b></td> <td><b>7531.43</b></td> </tr> </tbody> </table>	Ref	Cheque	Date	Payee	Details	£	599	100612	04/05/17	G Cade	Wages	756.28	600	100613	04/05/17	HMRC	Tax and National Insurance	79.77	601	100614	04/05/17	Hampton Vale Community Association	Office Room Hire June 2017	792.00	602	Direct Debit	04/05/17	NEST	Employee/Employer Pension Contributions	*TBC Cllr Patel	603	100615	04/05/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) April 2017	4411.27	604	100616	04/05/17	Ela Rogers	Return of Key Deposit – HVCAG	25.00	605	100617	04/05/17	G Cade	Petty Cash	79.99	606	100618	04/05/17	G Cade	1&1 Internet	11.99	607	100619	04/05/17	CAPALC	Annual Membership Fee 2017/18	869.20	608	100620	04/05/17	17 <sup>th</sup> Nene (The Hamptons) Scout Group	Grant	500.00					<b>Total</b>	<b>7531.43</b>	Chairman / Authorised Signatories / Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016
Ref	Cheque	Date	Payee	Details	£																																																																						
599	100612	04/05/17	G Cade	Wages	756.28																																																																						
600	100613	04/05/17	HMRC	Tax and National Insurance	79.77																																																																						
601	100614	04/05/17	Hampton Vale Community Association	Office Room Hire June 2017	792.00																																																																						
602	Direct Debit	04/05/17	NEST	Employee/Employer Pension Contributions	*TBC Cllr Patel																																																																						
603	100615	04/05/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) April 2017	4411.27																																																																						
604	100616	04/05/17	Ela Rogers	Return of Key Deposit – HVCAG	25.00																																																																						
605	100617	04/05/17	G Cade	Petty Cash	79.99																																																																						
606	100618	04/05/17	G Cade	1&1 Internet	11.99																																																																						
607	100619	04/05/17	CAPALC	Annual Membership Fee 2017/18	869.20																																																																						
608	100620	04/05/17	17 <sup>th</sup> Nene (The Hamptons) Scout Group	Grant	500.00																																																																						
				<b>Total</b>	<b>7531.43</b>																																																																						
20/05-2017	<p><b>Information Received – For action:</b> The Clerk reported the following:</p> <ol style="list-style-type: none"> <li>1. BT Phone Line Direct Debit instruction presented, as agreed, to be signed by two members. Cllrs Amps and Cllr Patel completed, ready for posting.</li> </ol> <p><b>Information Received – To be Noted:</b></p>	Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit																																																																								

2. Accounts / End of Year Update - End of year not yet finalised due to outstanding payments and cheques – Clerk chasing. Will bring reports and Audit booking information to June Full Council.
3. Memorial Garden (Bench and Bin) - With the sad resignation of Cllr O'Sullivan, the questions has been raised about the memorial garden moving forward. The Clerk advised, due to previous confusion on the matter, a full investigation was required into the Councils position on this and their agreement with O&H Hampton, by the Clerk before any action is taken, this will then be reported to Full Council. In the mean-time and ongoing, Brendan O'Sullivan has kindly said he will continue to tend the garden. Cllr Sharp has investigated the costings of a second bench for the site, this will be discussed as one item, in June.
4. Police and Crime Commissioner Parish Council Conference – Friday 6th October, one representative from each Council invited. Details of how to register will be made available closer to the time.
5. PCC Planning – Paperless Notification (1 July 2017) – Peterborough City Council will be going paperless from 1 July 2017.
6. Policing and PES presentation meeting attended 27 April 2017 – The Clerk and Cllr Sharp attended a very interesting meeting last week, with presentations from Andy Gipp, Head of Policing in Peterborough, Adrian Chapman, Service Director, Adults and Communities and Head of PES, Rob Hill. It was reported that Police and Enforcement Services in Peterborough are reviewing the way low level crime is dealt with. A partner company Kingdom will soon be enforcing parking fines on the Councils behalf, and proposals of volunteers, street pastors and community leaders are being investigated to utilise local knowledge and information in a bid to help Peterborough Police tackle low level crime whilst still committing resources to more serious crimes, based on demand.
7. Standing Orders and Social Media Policies – Cllrs Sharp, Toynton-Ward, Pratt and Guyton have been reviewing Standing Orders and the HPC Social Media Policy. Draft versions will be completed in the next 2 weeks, which will be emailed directly to each Councillor for review, these will then be voted on for adoption at the June Full Council meeting. These are important but lengthy documents, as such the Clerk requested that all members please take the time to read through them and feedback by email if required, so that a resolution can be taken without further delays.
8. Youth Club – Lisa McLean from YMCA and Mike Farrington from Romsey Mill have both been in touch regarding proposals for Youth services in Hampton. Both have been invited to attend HPC meetings, Mike is confirmed for June F&GP, no response yet from Lisa.
9. Defibrillators – No update at present. As a non-urgent item, this will be reported on at a later meeting.
10. HHCAG – Complaint received, investigated and resolved – A resident complaint was received last week relating Hens and Hen Houses/Runs on the Hampton Hargate Allotment Site. Due to the nature of the complaint and the related animal and human health issues, the Clerk attended site the following day for a full inspection. After 2 hours spent with the Chair and Secretary, inspecting each plot with Hens, the Clerk was satisfied all RSPCA, DEFRA guidelines were being adhered to, as well as the HPC Tenancy terms. The resident received a full response and details of my inspection the next day and is satisfied with the feedback. A report has been logged for future reference, and will be discussed in more detail with the Allotments Sub-Committee on the 23rd, to ensure the high standards of livestock habitation at the site are maintained.



	<p>11. The Clerk brought it to the attention of all members and Ward Councillors present, that Hampton Scout Carol Float would appreciate support in arranging a Christmas Carol Float this year, details to follow at a later date.</p> <p>12. CiLCA Training – Due to a last-minute cancellation the first CiLCA training session will be taking place Friday 5<sup>th</sup> May (tomorrow), which means in order to meet the contractual requirement of the new role, the Clerk will need to attend. Members granted approval for the Clerk to attend at short notice. A maximum of 30 hours overtime was approved, to accommodate the additional training time.</p>		
21/05-2017	<p><b>HR Committee Update</b>  <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 HR Committee met Wednesday, where the decision was taken to offer the role of Clerk to Gemma Cade, as previously reported to Council. Contract, hours and training all reviewed and agreed, as well as new Annual Leave and Timesheet documents, created by Cllr Patel. Sick and Annual Leave policies circulated directly to Cllrs by Cllr Pratt prior to the meeting, were adopted by unanimous vote.</p>	Cllr Pratt	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016
22/04-2017	<p><b>Suggestions invited for items to be included on future agendas</b></p> <p>Items already put forward for inclusion on Forthcoming Agendas depending on urgency and visitor availability:</p> <ol style="list-style-type: none"> <li>1. Working Together <i>Representatives of local Housing Associations to advise on how they deal with anti-social behaviour.</i></li> <li>2. Planning Training <i>Nick Harding – Peterborough City Council</i></li> <li>3. Road Adoption Update</li> <li>4. Highways Planning Update <i>Lewis Banks – Peterborough City Council</i></li> <li>5. Lengthsman Service – Contract and Route Plans</li> <li>6. Schools' Summer Prize Giving</li> <li>7. Memorial Garden</li> <li>8. Hampton Street Lights – Faults Mapping / Reporting</li> </ol> <p>Cllr Patel proposed that online payments be investigated and brought to the June Full Council meeting. Cllr Patel will present a report on his findings.</p>	Clerk / All Cllrs	Standing Orders February 2016
23/05-2017	<p><b>Dates of future meetings and events were confirmed by the Chair as:</b></p> <ul style="list-style-type: none"> <li>• The Annual General Meeting of the Electorate will be held on <b>Tuesday 16 May 2017</b> in the School Hall, Hampton Hargate Primary School, Hargate Way, Hampton commencing at 7.00pm.</li> <li>• The next meeting of the Parish Council will be held at 7pm on <b>Thursday 1 June 2017</b> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</li> <li>• There will be a meeting of the Allotments Sub-Committee on <b>Tuesday 23 May 2017</b> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</li> <li>• There will be a meeting of the Finance &amp; General Purposes Committee on <b>Tuesday 20 June 2017</b> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</li> </ul>	Chair	Standing Orders February 2016
24/05-2017	Meeting closed at 8:57pm	Chair	