



Hampton Parish Council

Making it happen for the Parish of Hampton Hargate and Vale

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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 1 June 2017 at the Tesco Community Room, Serpentine Green, Hampton

Members: 14 Quorum: 5

The meeting was open to the public and press.

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

25/06-2017	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
26/06-2017	To receive and consider the approval of apologies for absence <i>Apologies were received and accepted from Cllrs Amps, Guyton, Ryan and Wiggin.</i>	Clerk	Standing Orders February 2016
27/06-2017	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 February 2016
28/06-2017	Public Forum The Chair suspended Standing Orders at 7:02pm. John Dadge, Planning and Development Director Barker Storey Matthews and David Turnock, Director DT Architects, addressed members to give an update on the development at the end of Serpentine Lake (Braymere Road/Eagle Way Plot TC23). John explained that following their last meeting with HPC revised proposals have been drawn up and have now been signed off by the planning authority, 7 days ago. A meeting has been arranged at St Edmunds Court, to hear Management and	Chair	Standing Orders February 2016

	<p>resident comments, the intention being that John and David will report back again to the next HPC meeting when they hope the planning item will be on the Agenda. David then briefly went through the revised plans, pointing out that the original plans were for 83 parking spaces, but this has now been increased to 104, 1 for each 1-bedroom apartment, 2 for each 2-bedroom apartment and 9 operational use for café and restaurant area. No changes to the structure or gardens above ground, the extra spaces have been created by excavating more under the building. David confirmed this satisfies the Highways Officer at Peterborough City Council. David has also proposed that the café and restaurant be a “Single Occupier Unit” to help reduce staff numbers and staff parking requirement, although this has not yet been confirmed or made a condition. Cllr Patel raised concerns over visitor parking, to which John confirmed all visitor parking will be on road. Cllr Patel also concerns that cycle parking provision on the Boardwalk, only allowed for 6 cycles, to which David agreed this should be revisited and potentially increased, and agreed this would be done in time for the next meeting so members to see revised plans with increased cycle provision. There has not yet been any further development in relation to acquiring the thin strip of Bovis land, between the footpath and the new development, however this is still being pursued with the intention of hopefully providing a small pathway from the footpath on Braymere Road directly into the new development. Cllr Bisby-Boyd raised a question over drainage from the site, referencing previously reported smells in the area. David confirmed all drainage met with requirements and waste was linked up to main sewers and O&H Hampton have been asked to investigate the issue with foul smells further.</p> <p>Members thanked them for their time.</p> <p>The Chair reconvened the meeting at 7:19pm.</p>		
29/06-2017	<p>Proposed Development by The Abby Group – Cambridgeshire David Mead and Carl Sutton presented proposed plans ahead of submission to Peterborough City Council for a Co-Operative convenience store, with flats above on the land opposite St Edmunds Court. Total size around 3000 sq ft comprised of a ground floor convenience store with 2 stories of flats above – 4 1-bedroom flats, 4 2-bedroom flats and 38 car parking spaces, which includes 2 visitor spaces and the remainder of parking is for customers. Access will be one way, with the “in” on St Edmunds Walk and “out” next to the Police Station. Members opted to take away plans for further discussion at the June F&GP meeting and report back by email.</p>	All Cllrs	Standing Orders February 2016
30/06-2017	<p>Minutes of the Meeting of the Parish Council held on Thursday 4 May 2017 <i>Moved to July Agenda.</i></p>	Clerk	Standing Orders February 2016
31/06-2017	<p>Minutes of the Meeting of the Allotments Sub-Committee on Tues 23 May 2017 <i>Moved to July Agenda.</i></p>	Clerk	Standing Orders February 2016
32/06-2017	<p>Hampton Parish Council Annual General Meeting of the Electorate 2017 Cllr Sharp reported that approximately 24 residents attended the AGM.</p> <p>Three groups who attended and applied for money through the small grants, Hampton in Action, Hargate Allotments and Hampton Tiddlers were all successful in receiving £150.00 each from the fund. Cllr Sharp commented that there was very good representation by Peterborough City Council and also Ward Councillors with 4 of the 6 in attendance. All were thanked personally for their time.</p>	Cllr Sharp	Standing Orders February 2016
33/06-2017	<p>Planning Members reviewed and had no comment on the following applications:</p> <ol style="list-style-type: none"> 1. 17/00826/ADV 2. 16/01148/FUL 3. 15/00759/FUL <p>Members reviewed item 4.17/00839/REM and commented that Hampton Parish council agreed and supported comments made by the Highway Authority in their letter dated 25 May 2017.</p> <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

34/06-2017

Approval of Accounts

It was proposed by Cllr Toynton-Ward, seconded by Cllr Leonard and carried that the expenditure detailed below be approved for payment. The Chair checked and signed off each item for audit and Cllrs Leonard and Patel signed the cheques authorising payment.

The Clerk brought members attention to item 618. As Hampton in Action do not hold a bank account, the Clerk has offered to purchase them item (leaf blower) on their behalf, for £149.00, and the cheque be issued to the Clerk directly, should members approve,

Cllr Patel reported that he has been in touch with Barclays, updated the office contact details from the previous Clerk's name and enquired regarding online payments, which it has been confirmed the HPC can be set up to it. It was therefore proposed by Cllr Patel, seconded by Cllr Pratt and carried that Cllr Patel would request the relevant paperwork from Barclays to have online payment capabilities set up and the Clerk Gemma Cade added as an online viewer, so that payments may be raised in the Parish Office online, then approved by a registered signatory once accounts are approved each month, thus reducing the number of cheques required.

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	£
609	100621	01/06/17	G Cade	Wages & Mileage	861.25
610	100622	01/06/17	HMRC	Tax and National Insurance	113.77
611	100623	01/06/17	Hampton Vale Community Association	Office Room Hire July 2017	756.00
612	Direct Debit	01/06/17	NEST	Employee/Employer Pension Contributions	7.27
613	100624	01/06/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) May 2017	4411.27
614	100625	01/06/17	M Sharp	Chairman's Allowance – Printer Ink	17.00
615	100626	01/06/17	G Cade	Petty Cash	245.12
616	100627	01/06/17	G Cade	1&1 Internet	29.95
617	100628	01/06/17	CAPALC	CiLCA Training 6 Sessions	420.00
618	100629	01/06/17	G Cade	Hampton in Action - AGM Grant	149.00
619	100630	01/06/17	Hampton Hargate Community Allotment Gardens	AGM Grant	150.00
620	100631	01/06/17	Hampton Tiddlers	AGM Grant	150.00
621	100632	01/06/17	S Robinson	Computer Man – External Hard Drive NAS Backup and Fitting	224.00
622	100633	01/06/17	R Wright	Internal Audit May 2017	116.25
				Total	7650.88

35/06-2017	<p>Year End / Audit The Clerk reported that the internal Audit has been successfully completed and passed and all external audit paperwork has been completed, ready for signature by the Chair and posting to PKF Littlejohn.</p> <p>The only additional comments by the internal Auditor were to recommend the following:</p> <ul style="list-style-type: none"> • A review of Health and Safety procedures be completed for new office. • Asset log <p>These recommendations will be actioned by the Clerk</p>	Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders February 2016
36/06-2017	<p>20mph Road Markings After an in-depth discussion, members resolved not to vote to approve the £3200.00 expenditure, due to lack of clarification on maintenance costs and responsibility by Peterborough City Council, of the 20mph Painted Road Markings on the following entrances to Hampton:</p> <ul style="list-style-type: none"> • Hargate Way x 2 (on each approach to 20mph limit) • Eagle Way x 2 (on each approach to 20mph limit) • Clayburn Road • Westlake Avenue <p>Members also suggested a working party be set up to investigate all areas of speed, parking and road safety in Hampton, Cllrs Bisby-Boyd and Toynton-Ward indicated they would be willing to sit on a "Road Safety" Working Party.</p> <p>The 20mph Roundels will be investigated further by the Clerk and included as an Agenda item for Full Council to vote on in July.</p>	All Cllrs	Standing Orders 2016
37/06-2017	<p>Memorial Bench Members approved expenditure of up to £1876.00 for the purchase of a second memorial bench, to be placed at the Hampton Memorial Garden. Provided the audit requirement of 3 quotations is met by the Clerk prior to the order being placed with the most competitive company.</p>	Clerk / All Cllrs	Standing Orders February 2016
38/06-2017	<p>Standing Orders and Social Media Policy Members fully reviewed the proposed changes to the Standing Orders. It was proposed by Cllr Toynton-Ward, seconded by Cllr Leonard and carried that the revisions be approved and Hampton Parish Council move to adopt the updated Standing Orders and Social Media Policy, as of June 2017. From the next meeting of the Parish Council, the Standing Orders June 2017 will apply.</p>	Clerk / All Cllrs	Standing Orders February 2016
39/06-2017	<p>Information Received – For action: The Clerk reported the following:</p> <ol style="list-style-type: none"> 1. "Mini Movers" have emailed to enquire whether they could still apply to the Small Grant Fund for items for their group. Members agreed that the Clerk should respond to let the group know they are welcome to apply for a grant through the Council for up to £500.00, however this will not be through the small grant fund, as this was only available at the 2017 AGM, as previously agreed. <p>Information Received - To be Noted: The Clerk reported the following:</p> <ol style="list-style-type: none"> 2. 2 Casual (Councillor) Vacancies have been advertised in accordance with electoral policy in both notice boards and online. Closing date is now 21 June. Both Vacancies are in Hampton Vale. 3. Youth Club – Romsey Mill and YMCA will be attending the June F&GP meeting to present plans to HPC on Youth provision in Hampton. Non F&GP members, wishing to attend are invited to do so for information. 4. Defibrillators – ongoing, no update. 	Clerk	Standing Orders February 2016

40/06-2017	<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 that an HR meeting was held Tuesday evening, where a new appraisal policy was discussed, reviewed and created, with the intention to conduct an appraisal with the Clerk before the end of July 2017. Cllr Pratt also confirmed the decision had been taken to recruit a Parish/Administration Assistant to assist in the Parish Office, potentially for 10 hours per week, to help deal with the high workload and maximise the office. The new Timesheets and Annual Leave online documents have now been created and are in use by the Clerk, Cllr Pratt and the Clerk both thanked Cllr Patel for his work in creating these online documents.</p>	Cllr Pratt	Standing Orders February 2016
41/06-2017	<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 <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. Hampton Street Lights – Faults Mapping / Reporting 7. Bags of Help – Tesco Community Grants 	Clerk / All Cllrs	Standing Orders February 2016
42/06-2017	<p>Dates of future meetings and events were confirmed by the chair as:</p> <ul style="list-style-type: none"> • There will be a meeting of the Finance & General Purposes Committee on <u>Tuesday 20 June 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 6 July 2017</u> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm. 	Chair	Standing Orders February 2016
43/06-2017	Meeting closed at 9:21pm	Chair	