



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 6 July 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, Dearden, Guyton, Leonard, Patel, Pratt, Ramos, Ryan, Sharp, Toynton-Ward and Wiggin and the Clerk Gemma Cade.

56/07-2017	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
57/07-2017	To receive and consider the approval of apologies for absence <i>Apologies were received and accepted from Cllr Bisby-Boyd and late apologies from Cllr Pratt.</i>	Clerk	Standing Orders June 2017
58/07-2017	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
59/07-2017	Public Forum The Chair suspended Standing Orders at 7:02pm. Members of the public present did not wish to address Council. The Chair reconvened the meeting at 7:03pm.	Chair	Standing Orders June 2017

60/07-2017	Minutes of the Meeting of the Parish Council held on Thursday 4 May 2017 <i>Moved to August Agenda.</i>	Clerk	Standing Orders June 2017
61/07-2017	Minutes of the Meeting of the Allotments Sub-Committee held Tues 23 May 17 <i>Moved to August Agenda.</i>	Clerk	Standing Orders June 2017
62/07-2017	Minutes of the Meeting of the F & GP Committee held on Tuesday 20 June 17 <i>Moved to August Agenda.</i>	Clerk	Standing Orders June 2017
63/07-2017	<p>Proposed Development by The Abby Group – Cambridgeshire David Mead kindly supplied printed copies of the plans, as presented at the June Full Council meeting. Members took five minutes to look over the plans, before making the following comments to be passed on to The Abbey Group:</p> <ul style="list-style-type: none"> • There has been mention of a 20-minute parking limit in the area, can you confirm whether this is correct and if so, which spaces will it apply to? • Parking for the development allows for resident spaces and shoppers, but with no additional spaces for visitors, do you propose they will park in the street bays? If so, are you aware these bays have also been proposed for visitors to the development at the end of Serpentine Lake, which has recently been granted permission? • Will there be disabled parking closer to the entrance, or a second entrance more accessible from the Car Park or for disabled residents coming from the nearby St Edmunds Court and proposed disabled housing? • Parking is a great concern in the area, with limited spaces and 3 proposed developments in the near future, any additional parking developers can provide is welcomed, is additional parking something you could accommodate? 	All Cllrs	Standing Orders June 2017
64/07-2017	<p>Planning Members reviewed but had no comments on the following applications:</p> <ol style="list-style-type: none"> 1. 17/01221/NONMAT 2. 17/01070/REM 3. 17/01175/HHFUL 4. 17/00766/FUL <p>Members raised concerns that the following item had been due to be “called in” by Ward Cllr Fuller but that the item has now been re-submitted for permission and permission granted, without the Parish Council being informed or consulted, as John Dadge and David Turnock assured HPC members they would at the June Full Council meeting, and without the item being called in, as was HPC’s request.</p> <p>17/00152/REM Application Validated Fri 10 Feb 2017 Address Tranche TC23 Eagle Way Hampton Centre Peterborough Proposal Reserved matters approval relating to access, appearance, landscaping, layout and scale for the construction of 62 apartments and retail units (A3/A4 restaurant, cafe and public house) with associated parking, manoeuvring and landscaped areas, pursuant to 91/P0556 Status Decided Decision Permitted Decision Issued Date Fri 30 Jun 2017</p> <p><i>Cllr Fuller had emailed the following comment at 08:46am today “I wanted to mention that regarding the Serpentine Lake scheme the Planning Officer has confirmed to me that a condition has been attached to the approval regarding an agreed 'Construction Management Plan ' which will set out inter alia; agreed hours on site for working and deliveries, noise levels and control on periods when piling may be needed. I think it would be helpful for those concerned to be aware of these requirements”</i></p> <p>Ward Cllr Walsh was in attendance and confirmed she would investigate immediately and if possible, call the item in to planning committee at the request of the Parish Council.</p>	Clerk / All Councillors	T & C Planning 1990 Sch 1 para 8 PCC Local Planning Framework Standing June 2017

Members were asked to visit the site locations and familiarise themselves with each application prior to the meeting.

65/07-2017	<p>Approval of Accounts</p> <p>It was proposed by Cllr Toynton-Ward, 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" data-bbox="247 358 1129 1220"> <thead> <tr> <th>Ref</th> <th>Cheque</th> <th>Date</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>623</td> <td>100634</td> <td>06/07/17</td> <td>G Cade</td> <td>Wages</td> <td>814.59</td> </tr> <tr> <td>624</td> <td>100635</td> <td>06/07/17</td> <td>HMRC</td> <td>Tax and National Insurance</td> <td>119.31</td> </tr> <tr> <td>625</td> <td>Direct Debit</td> <td>06/07/17</td> <td>NEST</td> <td>Employee/Employer Pension Contributions</td> <td>7.49</td> </tr> <tr> <td>626</td> <td>100636</td> <td>06/07/17</td> <td>Hampton Vale Community Association</td> <td>Office Room Hire August 2017</td> <td>792.00</td> </tr> <tr> <td>627</td> <td>100637</td> <td>06/07/17</td> <td>Enterprise Managed Services Limited</td> <td>Lengthsman Service (x 2) June 2017</td> <td>4411.27</td> </tr> <tr> <td>628</td> <td>100638</td> <td>06/07/17</td> <td>G Cade</td> <td>Petty Cash</td> <td>230.78</td> </tr> <tr> <td>629</td> <td>100639</td> <td>06/07/17</td> <td>G Cade</td> <td>1&1 Internet</td> <td>11.99</td> </tr> <tr> <td>630</td> <td>100640</td> <td>06/07/17</td> <td>BT</td> <td>Parish Office Landline</td> <td>57.60</td> </tr> <tr> <td>631</td> <td>100641</td> <td>06/07/17</td> <td>Anglian Water</td> <td>HVCAG Supply 08.03.17 – 07/06.17</td> <td>170.42</td> </tr> <tr> <td>632</td> <td>100642</td> <td>06/07/17</td> <td>Scenic Landscapes</td> <td>HVCAG – Mini Digger Hire and Labour 01.07.2017</td> <td>200.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td>6815.45</td> </tr> </tbody> </table>	Ref	Cheque	Date	Payee	Details	£	623	100634	06/07/17	G Cade	Wages	814.59	624	100635	06/07/17	HMRC	Tax and National Insurance	119.31	625	Direct Debit	06/07/17	NEST	Employee/Employer Pension Contributions	7.49	626	100636	06/07/17	Hampton Vale Community Association	Office Room Hire August 2017	792.00	627	100637	06/07/17	Enterprise Managed Services Limited	Lengthsman Service (x 2) June 2017	4411.27	628	100638	06/07/17	G Cade	Petty Cash	230.78	629	100639	06/07/17	G Cade	1&1 Internet	11.99	630	100640	06/07/17	BT	Parish Office Landline	57.60	631	100641	06/07/17	Anglian Water	HVCAG Supply 08.03.17 – 07/06.17	170.42	632	100642	06/07/17	Scenic Landscapes	HVCAG – Mini Digger Hire and Labour 01.07.2017	200.00					Total	6815.45	Chairman / Authorised Signatories / Clerk	Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011 Standing Orders June 2017
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66/07-2017	<p>Hampton Youth Club / Services</p> <p>Cllr Patel reported on the presentations from Lisa McLean, YMCA and Mike Farrington, Romsey Mill at the June F&GP Meeting items 50/06-2017 and 51/06-2017.</p> <p>Following a full discussion, members agreed:</p> <ul style="list-style-type: none"> Hampton Parish Council fully supports Romsey Mill's proposals and welcome future engagement. Concerns were raised that YMCA did not have confirmed premises for the proposed three years, or any funding at present. Members voted 1 in favour, 10 against proposed investment into a YMCA operated Youth Club in Hampton, under its current proposal. 	Cllr Patel / All Cllrs	Standing Orders June 2017																																																																								
67/07-2017	<p>Community Skip Trial</p> <p>The Clerk reported that Active Hampton and Hampton College have agreed to allow Hampton Parish Council to site Community Skips in their car parks'.</p> <p>The dates for each skip were agreed as (depending on availability of skips):</p> <ul style="list-style-type: none"> Active Hampton weekend of 26/27 August 2017 Hampton College weekend of 2/3 September 2017 <p>It was agreed an advert will be published in the Hampton Gazette in place of the "Meet Your Local Councillor" piece, to inform residents of the initiative.</p>	Clerk / All Cllrs	Standing Orders June 2017																																																																								
68/07-2017	<p>Chairmanship Training</p> <p>Cllr Pratt reported that he has been in touch with CAPALC to investigate options for Chairmanship training, as previously discussed. All day sessions are priced at £700.00 and can be held on Saturdays. By a show of hands, 7 members indicated their interest in a Saturday all day session, date to be confirmed. Cllr Pratt proposed that places be offered to nearby Councils, as was previously done successfully with</p>	Cllr Pratt	Standing Orders June 2017																																																																								

	the Councillor Training in March 2017. Cllr Pratt will action the planning on behalf of Hampton Parish Council and liaise with members via email regarding availability.		
69/07-2017	<p>Hampton Traffic / Speeding – Working Party</p> <ol style="list-style-type: none"> 1. The Clerk reported confirmation has been given by Ward Councillor Fuller that all maintenance costs of the 20mph Roundels will be the responsibility of Peterborough City Council. Members raised concerns that as a verbal agreement, they would wish to seek agreement in writing directly from Peterborough City Council that all maintenance costs would be covered, should Hampton Parish Council decide to fund the 20 mph Roundels. It was proposed that a decision in principle be taken, dependant on the written confirmation being sought by the Clerk. 2. Members voted 8 in favour, 3 against to approve expenditure for 20mph Painted Road Markings to be installed by Peterborough City Council at a total cost of £3,200.00, on the 5 adopted entrance roads into Hampton. 3. The Clerk asked that a working party be confirmed, as discussed at the June meeting, but with no further action taken. Cllr Toynton-Ward withdrew her offer, due to work commitments and Cllr Bisby-Boyd was not present to conform his involvement. No other members volunteered, so at present no working party will be formed. Additional research will be conducted by the Clerk to investigate other possible solutions and investment opportunities to positively impact Hampton's road in relation to speeding, parking and traffic flow. 	All Cllrs	Standing Orders June 2017
70/07-2017	<p>Information Received – For action:</p> <p>The Clerk reported:</p> <ol style="list-style-type: none"> 1. Standing Orders and Social Media Policy have been circulated – All Councillors must read both documents and save for future reference 2. CPRE Planning Workshop – Thursday 2nd November 9am-1pm, St Ives should members wish to attend at a cost of £40.00 per 2 delegates. Cllrs Toynton-Ward and Leonard indicated their interest. <p>Information Received - To be Noted:</p> <p>To receive Clerk's report</p> <ol style="list-style-type: none"> 3. Memorial Bench purchased from Classic Memorial Benches at a cost of £1845.00. The Clerk will arrange for the engraving to be added. 4. CAPALC Councillor Training Certificates and HPC Councillor Badges were handed out by the Clerk. 5. Community Infrastructure Levy Payment of £24,580.50 to be received from Peterborough City Council. 6. HVCAG – Drainage Work was successfully carried out on 1 July 2017 7. Letter from Highways England received apologising for recent disruption 8. Anglian Water – Water Regulations Inspection of HVCAG completed – 0 issues identified. 9. Peterborough City Council Planning is now a paperless system 10. Hampton Scouts – Neil Webb has confirmed the Trailer has been collected and will be being sent off for sign writing. They would like a representative from HPC to do some publicity shots once the signage has been completed 	Clerk	Standing Orders June 2017
71/07-2017	<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><i>The Clerk left the room for the duration of Cllr Pratt's report.</i></p> <p>Cllr Pratt reported that the Clerk Gemma Cade, has resigned. Gemma has agreed an extended 10-week notice period to facilitate a full hand over and tie up loose ends in the office. The additional notice is on the condition that no new tasks be issued</p>	Cllr Pratt	Standing Orders June 2017

	<p>other than Agenda / time sensitive and visits to the office to be by appointment only. The Clerk's last day will be Friday 8 September 2017.</p> <p>Cllr Pratt confirmed that the recruitment campaign will be launched Monday, with the intention of appointing a Full-Time Clerk. Closing date for applications 21 July, with interview to be conducted w/c 24 July 2017. Scale point and job description as before. Cllr Wiggin research and write a memo of understanding between councillors and Clerk for the HR committee to review in August with view to bringing to Full Council in September. Options are also being investigated into interim/temporary cover, should it be required.</p>		
72/07-2017	<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. Road Adoption Update 3. Highways Planning Update <i>Lewis Banks – Peterborough City Council</i> 4. Lengthsman Service – Contract and Route Plans 5. Hampton Street Lights – Faults Mapping / Reporting 6. Bags of Help – Tesco Community Grants <p>No new items were put forward</p>	Clerk / All Cllrs	Standing Orders June 2017
73/07-2017	<p>The Chair confirmed dates of future meetings and events:</p> <ul style="list-style-type: none"> • There will be a meeting of the Finance & General Purposes Committee on <u>Tuesday 18 July 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 3 August 2017</u> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm. 	Chair	Standing Orders February 2016
74/07-2017	Close of meeting 9:04pm	Chair	