



# 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 7 September 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, Leonard, Patel, Pratt, Ramos, Sharp, Toynton-Ward and Wiggin and the Clerks Gemma Cade & Jodie Aston.

108/09-2017	<b>Health and Safety Information</b> <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
109/09-2017	<b>To receive and consider the approval of apologies for absence</b> <i>Apologies were received and accepted from Cllr Bisby-Boyd, Guyton &amp; Ryan.</i>	Clerk	Standing Orders June 2017
110/09-2017	<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. 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

Signed..... Chairman

111/09-2017	<p><b>Public Forum</b> The Chair suspended Standing Orders at 7:01pm.</p> <p>Cllrs Leonard &amp; Wiggin arrived at 7:03pm</p> <p>A resident of Hampton addressed the Council to raise a number of planning related matters that were outside of the responsibility of the Parish Council.</p> <p>The Chair reconvened the meeting at 7:16pm.</p>	Chair	<b>Standing Orders June 2017</b>												
112/09-2017	<p><b>Minutes of the Meeting of the Parish Council held on Thursday 3 August 2017</b> <i>It was proposed by Cllr Toynton-Ward, seconded by Cllr Patel and carried the minutes of the meeting held on Thursday 3 August 2017 be adopted.</i></p>	Chair	<b>Standing Orders June 2017</b>												
113/09-2017	<p><b>Minutes of the Meeting of the Allotments Sub-Committee on Tues 23 May 2017</b> <i>As only 1 Member of the Allotment Sub-Committee was in attendance it was agreed that the minutes should be represented to the next Council meeting in October for adoption.</i></p>	Chair	<b>Standing Orders June 2017</b>												
114/09-2017	<p><b>BT Update and Direct Debit Mandate</b> The Clerk updated members on the difficulties that had been encountered whilst setting up the new BT contract for the office telephone. She confirmed that the late payment charges had been credited and that the direct debit was now in place so that these difficulties should not occur in the future.</p>	Chair	<b>Standing Orders June 2017</b>												
115/09-2017	<p><b>Annual Return for the year ended 31 March 2017</b> The Clerk brought members attention to the follow comment that had been included by the External Auditors on their report:</p> <p>“Except for the matters reported below, on the basis of our review of the annual return, in our opinion for the information in the annual return is in the accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirement have not been met.</p> <p>The Smaller authority has disclosed that it made proper provision during the year 2016/17 for the exercise of public rights, by answering ‘Yes’ to section 1, Assertion 4. However, as we reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also noted that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section, Assertion 7. This is clearly not correct.”</p> <p>It was noted by Members that they had been aware that this had occurred and that they were also aware that the previous Clerk had informed PKF Littlejohn LLP before the event had taken place.</p>	Chair	<b>Standing Orders June 2017</b>												
116/09-2017	<p><b>Barclays Online Payments and Mandate</b> Cllr Patel provided Members with a verbal report on the situation with the Barclays online payment system and the need to have separate access online for authorisation.</p> <p>It was agreed that the new Clerk should make the necessary changes to include her on the online authorisation.</p> <p>Cllrs Sharp and Patel signed the Mandate Change Form</p>	Chair	<b>Standing Orders June 2017</b>												
117/09-2017	<p><b>Approval of Accounts</b> It was proposed by Cllr Wiggin, 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 ---- and ----- signed the cheques authorising payment, Cllr Patel was authorised to make the online payments in conjunction with the Clerk</p> <table border="1" data-bbox="252 1944 1150 2018"> <thead> <tr> <th>It</th> <th>Cheque</th> <th>Date</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>647</td> <td><b>BACS</b></td> <td>07/09/17</td> <td>G Cade</td> <td>Wages</td> <td>900.50</td> </tr> </tbody> </table>	It	Cheque	Date	Payee	Details	£	647	<b>BACS</b>	07/09/17	G Cade	Wages	900.50	Chairman / Authorised Signatories / Clerk	<b>Local Government Act 1972 Sections 137,150, 168 Accounts and Audit Regulations 2011</b>
It	Cheque	Date	Payee	Details	£										
647	<b>BACS</b>	07/09/17	G Cade	Wages	900.50										

Signed..... Chairman

648	<b>100661</b>	07/09/17	HMRC	Tax and National	177.65
649	<b>Direct Debit</b>	07/09/17	NEST	Employee/Employer Pension Contributions - August	9.79
650	<b>BACS</b>	07/09/17	Hampton Vale Community	Office Room Hire October 2017	792.00
651	<b>BACS</b>	07/09/17	Enterprise Managed	Lengthsman Service (x 2) August	4411.27
652	<b>BACS</b>	07/09/17	G Cade	Petty Cash	154.70
653	<b>BACS</b>	07/09/17	G Cade	1&1 Internet	29.95
654	<b>BACS</b>	07/09/17	PKF Littlejohn LLP	External Audit Annual Return year	480.00
655	<b>100657</b>	07/09/17	Hampton Vale Community	Membership Fees 1 January to 31	280.00
656	<b>100658</b>	07/09/17	Hampton Hargate Community Allotment Gardens	Membership Fees less £500 administration charge 1 January to 31 August 2017	870.00
657	<b>100659</b>	07/09/17	Peterborough City Council	20mph speed limit installation of signage and related surveys and consultations	2733.64
658	<b>BACS</b>	07/09/17	Wallbanger Ltd	A. Benfield Clerking Services August 2017 – Inv No. 278	232.50
659	<b>100660</b>	07/09/17	Kelly Sayer	Return of key deposit - HVCAG	25.00
660	<b>BACS</b>	07/09/17	G Cade	Additional charge for Community Skip 02.09.2017 (16 yard approved by Chair at a cost of £348.00)	149.00
661	<b>Trans.</b>	31/08/17	CAS Ltd	Community Action Suffolk Insurance Policy Renewal for 2017/18	163.13
662	<b>BACS</b>	07/09/17	SLCC	ILCA Qualification Registration for Miss Aston	118.80
				<b>Total</b>	<b>11527.93</b>

**Standing Orders June 2017**

117/09-2017

**Planning**  
Members reviewed but had no comments on the following applications:

1. 17/01582/HHFUL
2. 17/01510/REM
3. 17/01431/FUL
4. 17/01635/WCPP
5. 17/01665/NONMAT

Clerk / All Councillors

**T & C Planning 1990 Sch 1 para 8 PCC Local Planning Framework Standing June 2017**

Signed..... Chairman

118/09-2017	<p><b>Community Skip Trial</b> The Clerk reported that the Community Skip trial had proved to be very successful with very positive feedback being received from the community. It was noted that the original skip had been filled by 11.00am.</p> <p>A discussion took place and it was agreed that the clerk will research other methods of waste disposal and report back at a future date.</p>	Cllr Patel / All Cllrs	<b>Standing Orders June 2017</b>
119/09-2017	<p><b>Chairmanship Training</b> It was noted that the Chairmanship Training is scheduled to take place on Saturday 9 September with 5 Hampton Cllrs, 2 Longstanton and 3 St Ives members booked to attend</p>	Cllr Pratt	<b>Standing Orders June 2017</b>
120/09-2017	<p><b>Information Received - To be Noted:</b> The Clerk reported:</p> <ol style="list-style-type: none"> <li>1. Hampton in Action – letter of thanks received.</li> <li>2. Hampton Vale Allotments – Drainage work is completed</li> <li>3. Youth Provision – That Liza Romsey would be attending a future meeting of Council to provide an update on the YMCA proposal</li> <li>4. Tesco – confirmed that colleagues was assist with a litter pick on the day following the fete.</li> </ol>	Clerk	<b>Standing Orders June 2017</b>
121/09-2017	<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 recruitment drive had been successful with Ms Jodie Aston appointed with effect from 31 August 2017 and that she would be working 30hrs a week. A comprehensive training plan was in place with her having started to complete ILCA training and going onto complete CiLCA within 12months of her appointment date. Provision was also in place for her to receive specific accounts package training if required.</p> <p>In addition, the Locum Clerk will be providing ongoing mentoring and on the spot training whilst completing the Council 'Healthcheck'.</p> <p>Pension contribution would commence from 1 October 2017.</p>	Cllr Pratt	<b>Standing Orders June 2017</b>
122/09-2017	<p><b>Suggestions are 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</li> <li>3. Road Adoption Update</li> <li>4. Lengthsman Service – Contract and Route Plans</li> <li>5. Hampton Street Lights – Faults Mapping / Reporting</li> <li>6. Bags of Help – Tesco Community Grants</li> <li>7. "Road Safety" – Working Group to be set up</li> <li>8. Defibrillators</li> <li>9. YMCA</li> <li>10. ASB/Ward Cllrs</li> </ol>	Clerk / All Cllrs	<b>Standing Orders June 2017</b>

Signed..... Chairman

	<p>It was agreed that the following should be included on the agenda for the next F&amp;GP Committee</p> <ol style="list-style-type: none"> <li>1. Skips</li> <li>2. Council Healthcheck Report</li> <li>3. Office equipment</li> </ol>		
123/09-2017	<p><b>The Chair reported the dates of future meetings and events:</b></p> <ul style="list-style-type: none"> <li>• There will be a meeting of the Finance &amp; General Purposes Committee on <b><u>Tuesday 19 September 2017</u></b> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</li> <li>• The next meeting of the Parish Council will be held at 7pm on <b><u>Thursday 5 October 2017</u></b> at the Tesco Meeting Room, Serpentine Green, Hampton commencing at 7.00pm.</li> </ul>	Chair	<b>Standing Orders February 2016</b>
124/09-2017	<b>Close of meeting 8:08pm</b>	Chair	

Signed..... Chairman