



BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Chairman: Ms Tracey Potter

53 The High Street

Bassingbourn

SG8 5LD

Email: parishclerk@bassingbournparishcouncil.gov.uk

NOTICE OF FULL MEETING OF THE PARISH COUNCIL

To Members of the Council:

I hereby give notice that a full meeting of Bassingbourn-cum-Kneesworth Parish Council will be held at **The Old School Community Centre** on **Tuesday 14th April 2026 at 7.30pm**.

You are hereby summoned to attend the Full Council Meeting of Bassingbourn-cum-Kneesworth Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

Quorum: 5 - Members: 11 - Vacancies: 4

The Council welcomes members of the public to their meetings.

At the beginning of the meeting, for 15 minutes, members of the public may contribute their views and comments to the council. Once the public session is closed members of the public may only speak with the permission of the chair.

Maisy Pearson

Clerk to Parish Council

Dated: 9th April 2026

26-263 Apologies for Absence

- a) To receive, and consider for approval, apologies for absence and reasons given

26-264 Co-option

- a) To consider applications for co-option
- b) To sign acceptance of office if applicable
- c) To note for information any resignations of parish councillors

26-265 Councillors' Declarations of Interest

(Councillors are reminded that they are required to ensure their declaration is updated within 28 days of any change in circumstances)

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

26-266 Approval of Minutes

- a) To approve the minutes from the Full Council Meeting held 24th March 2026.
- b) Clerk's Report – *for information only*

26-267 Items to be taken in private session.

To determine which items, if any, of the agenda should be taken with the public excluded.

Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

26-268 Finance Matters

- a) To consider for approval receipts and payments list (list circulated)
- b) To consider for approval end of month reconciliation report and summary report
- c) To receive RFO report – *for information only*
- d) To consider for approval grant application from Royston and District Community Transport
- e) To consider for approval HomeStart grant application following receipt of additional information
- f) To consider for approval additional signatories on bank accounts
- g) To agree the NNDR rates for the Cemetery Chapel and to set up payments for the amounts as per the amounts on the Bill.

26-269 Council Administration & Governance Matters

- a) To consider for approval refund for cancelled OSCC booking by regular hirer
- b) To receive information on new periodic tenancy agreement in relation to Cemetery Lodge and approve rent
- c) To receive update on cleaning vacancy for OSCC and Pavilion
- d) To consider for approval updated IT Policy to comply with Assertion 10
- e) To consider for approval 26/27 Affiliation fee for CAPALC/NALC and the DPO Scheme at £828.32
- f) To receive update from 3C Shared Services regarding alterations to the lease of the Old School Community Centre.
- g) To consider for approval annual rent for the Rouses
- h) To receive update on councillors standing in May 2026

26-270 Community Matters

- a) To consider for approval provision of wheelchair at OSCC supplied by a local charity
- b) To consider for approval grounds/grass maintenance works at Willmott Recreation Ground
- c) To consider for approval playground repair works at Park Close, Willmott Recreation Ground and Elbourn Way
- d) To consider for approval reduced Pavilion hire rate for charity event day
- e) To consider and agree event details for Picnic In The Park
- f) To consider supporting Community Chest application for external organisation.

- g) To receive update from ZCC regarding Clunch Pit
- h) To consider for approval minor works to Old School Community Centre (including moving fire extinguisher, clock mechanism and removal of radiator)
- i) To receive update on placement of small electricals bin outside OSCC
- j) To receive update on Zipwire remedial works at Elbourn Way

26-271 Allotments

- a) To receive update on allotments

26-272 Cemetery

- a) To receive update on cemetery

26-273 Planning and Highways Matters

Planning submissions 'for information only' are no longer included on the agenda and are circulated via email.

- a) To receive press notice from CCC and consider comments
- b) 26/00872/LBC - To remove the existing partition wall between the kitchen and dining room in order to create a larger, more practical open-plan kitchen using appropriate traditional materials and methods – 60 South End, SG8 5NL *Deadline 30.04.2026*

26-274 Confidential Employment Matters

- a) To receive update on recruitment of Admin Assistant

26-275 Matters for future consideration

26-276 Dates for next meeting

Full Council	Trustees	HR Committee
28.04.2026	09.06.2026	02.06.2026
12.05.2026	08.09.2026	15.09.2026
26.05.2026	08.12.2026	15.12.2026