BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Minutes of Meeting of Full Parish Council held on the 22nd September 2026
In the Old School Community Centre at 7.30pm

Present: Cllr Orchiston (Chair), Cllr Hodge, Cllr Catherall, Cllr Scott, Cllr Johnson,
Maisy Pearson – Clerk
Angela Mulholland – RFO

3 members of the public present

Public Question Time commenced at 19:30.
Matters discussed: None
Public Question Time closed: 19:31

The meeting commenced at 19.31

27-120	**Apologies for Absence** a) To receive and consider for approval apologies for absence and reasons given Cllr Potter – Ill Health Cllr Parker-Crosse – Holiday It was proposed to accept the apologies of Cllr Parker-Crosse Proposed: Cllr Scott Seconded: Cllr Johnson **Vote Carried**
27-121	**Co-option and Resignation** a) To consider applications for co-option 1 application received from Paul Pousland. It was proposed to co-opt Paul Pousland Proposed: Cllr Johnson Seconded: Cllr Hodge **Vote Carried** b) To sign acceptance of office Signed and witnessed by the Clerk c) To note for information and resignations of parish councillors None received

27-122	**Declarations of Interests relating to items on the agenda and dispensations** (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. - None b) To receive written requests for dispensations for disclosable pecuniary interests (if any). - None c) To grant any requests for dispensations as appropriate. - None
27-123	**Approval of Minutes** a) To approve minutes from Full Parish Council Meeting held 8th September 2026 It was proposed to accept the minutes. Proposed: Cllr Hodge Seconded: Cllr Orchiston **Vote Carried** b) For information only – Clerk's Report Clerk's report was circulated in advance of the meeting. The Clerk added verbally that reports involving parking charges associated with BKPC had been received and responded to advising the person that BKPC do not have the facilities to do this. The Clerk also verbally reported a delay on Elbourn Way hedge works and completion on Village Green hedge works.

	Received
27-124	**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 (Admissions to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting. Item 27-131 (a) must be taken in private session
27-125	**Finance Matters** a) To consider for approval receipts and payments list (list circulated) It was proposed to approve all payments. Proposed: Cllr Orchiston Seconded: Cllr Hodge **Vote Carried** b) To receive RFO report – *for information only* A verbal report was received from the RFO advising that bank account closures and addition of signatories to current account were progressing. Received
27-126	**Council Administration & Governance Matters** a) To note re-declaration of compliance submitted to the Pension Regulator by Red Shoes Accounting on behalf of BKPC. Noted
27-127	**Community Matters** a) To note need for replacement of accessible roundabout at Willmott Recreation Ground It was noted that this would be considered in the next budget. The Clerk would collate the information from previous repair works for councillors information. b) To consider for approval remedial works to playgrounds The Clerk advised that the Admin Assistant was obtaining quotes for the larger remedial works but council volunteers would be appreciated for small scale tasks. c) To consider for approval 6 free trees scheme It was proposed to apply for one tree to be planted at Clarkes Way to replace previously damaged tree. The ZCC would be consulted on type of tree. Proposed: Cllr Pousland Seconded: Cllr Johnson **Vote Carried** d) To consider for approval installation of memorial bench for resident The bench and installations costs will be covered by the resident. The council are aware of the potential future maintenance costs of additional street furniture. It was proposed to approve the bench installation on the Village Green or the green at Clarkes Way dependant on resident preference but requested the new bench is in keeping with the existing street furniture. Proposed: Cllr Orchiston Seconded: Cllr Pousland **Vote Carried** Cllrs noted that this approval was granted due to exceptional circumstances.
27-128	**Allotment Matters** a) To consider for approval Admin Assistant plan for vacant plots

	It was proposed that the Admin Assistant/Allotment Manager be authorised to offer the overgrown vacant plots free of charge for the first year to allow for the time and effort required for clearance. Proposed: Cllr Pousland Seconded: Cllr Johnson **Vote Carried**
27-129	**Planning and Highways -** To consider planning policies, applications and appeals *Planning submissions 'for information only' are no longer included on the agenda and are circulated via email.* a) **26/03282/LBC** - Single storey side and rear extension with roof lantern and new external bi-fold door to the rear. Ground floor internal alterations to create a new study and utility room, and an increase in height to the existing chimney. 15 North End Bassingbourn Cum Kneesworth Cambridgeshire SG8 5NX *Deadline: 25.09.2026* *No comments* b) **26/0975/TTPO** - T1 Oak - Crown lift to 5.5 metres over highway to clear HGV's. 59 South End Bassingbourn Cum Kneesworth Cambridgeshire SG8 5NL *Deadline: 29.09.2026* *No comment* c) **26/0990/TTCA -** T2 - Ash - Reduce 2 no. limbs to West at 6 metres from ground levelby approximately 2 metres to clear garage roof by 2 metres. T3 - Beech - Reduce branches at 6 metres from ground level to South by up to 3 metres to clear house roof by 3 metres. 59 South End Bassingbourn Cum Kneesworth Cambridgeshire SG8 5NL. *Deadline: 01.10.2026 –* *No comment*
27-130	**Advisory Groups** *To receive reports from, consider and resolve actions recommended by advisory groups.* a) Old School Advisory Group i) To receive correspondence from resident regarding OSCC Remodelling project and Clerk's response A discussion was had regarding the number of the clerks hours that had been taken up responding to the FOI, diverting from other and usual work which was on hold. ICO have a cap of 18 hours @ £25. Supporting information is now on the website making items more transparent, and easily accessible for members of the public. Received. Cllrs were happy with the Clerk's responses to date. ii) To receive and consider for approval full costings for OSCC Bookcase project It was proposed to accept the electrical quote from JHE (£475+VAT) and the insulation Quote from Charlie Hoile (£3152+VAT) on the condition that a more formal written quotation was received from Charlie Hoile. Proposed: Cllr Hodge Seconded: Cllr Pousland **Vote Carried** iii) To receive and consider for approval reviewed costings for OSCC kitchen works A reviewed quote from Chris Paxton was received (original quote approved 22.04.2025).

	Further and updated materials costs were required. Representatives of the OSCC Advisory Group have committed to obtaining this prior to the next FPC Meeting. Officers advised against approving the installation costs and provisional dates for work, in the absence of updated material costs and required lease amendments in place. It was proposed to approve the revised cost from Chris Paxton and agree commencement of kitchen works in January 2027 noting the commitment to obtain, receive and approve updated kitchen fittings costings. Proposed: Cllr Hodge Seconded: Cllr Scott **Vote Carried** To note: This proposal was agreed against officers recommendations. Cllr Catherall voted against the proposal. *Next Meeting Date: 20.10.2026 – 20:00* b) War Memorial Advisory Group i) To receive update on event plans The Clerk and Cllr Catherall are continuing to pursue a meeting with the Vicar to finalise event procedures. c) IT Advisory Group i) To receive update on migration Cllr Orchiston reported that the migration had taken place and to date, appeared successful. Cllrs would like to thank Cllr Orchiston for his commitment to this project. *Next Meeting Date: 06.10.2026* f) Neighbourhood Plan Advisory Gorup i) To receive update following meeting held 15.09.2026 Meeting notes were circulated and received. *Next Meeting Date: TBC*
27-131	**Confidential Employment Matters (to include any recommendations from the HR Committee)** Meeting Closed: 20:49 a) To receive resignation of the Clerk Received b) To consider appointment of locum Clerk. Discussion included the immediate requirements of a locum clerk and what roles could be supported by councillor involvement. To reduce Clerk requirements, second October meeting would be cancelled. Meetings would take place between Cllr Johnson and the Clerk addressing what tasks could be reallocated to councillors, other officers and what time commitment would be required from a locum clerk. c) To consider for approval Clerk Vacancy Notice It was proposed to publish the vacancy notice at Pay scale 24-28. Proposed: Cllr Pousland Seconded: Cllr Johnson **Vote Carried** Meeting Re-opened: 21:00
27-132	**Matters for future consideration**

	Noticeboard at Pavilion
27-133	- Date of next meeting – 13th October 2026

There being no other business the meeting closed at 21:36

Note: Any comments from the public during closed sections of the meeting, after the formal meeting has started, are not minuted. If any action is required it will be noted as a future agenda item.

PAYMENTS					
Contractor	Item & Invoice	Date	Net £	VAT £	Gross £
Red Shoes Accounting	Payroll Quarterly Invoice - Inv 19337	15.09.2026	66.00	13.20	79.20
Edge IT Systems	Microsoft 365 -Annual Fees Inv 39639	16.09.2026	574.14	114.83	688.97
Edge IT Systems	Microsoft 365 - Set up Inv 39640	16.09.2026	472.00	94.40	566.40
Clear Council Insurance	LCO02767	09.09.2026	2306.35	0	2,306.35
HMRC PAYE/NI (September) Updated	Form P32	30.09.26	£1,138.28	0.00	1,138.28
Salaries (September) Updated	Employee salaries	30.09.26	3,614.54	0.00	3,614.54
WFH	WFH Allowance	30.09.26	26.00	0.00	26.00
			8,197.31	222.43	8,419.74
TOTAL					

RECEIPTS	
Inv 439	200.00
Inv 435	73
Inv 440	73
TOTAL	346.00

BANK STATEMENTS	
Bank Statements as at 17th Sept 2026	
Unity Trust Current Account	£33,459.85
Unity Trust Savings Account	£169,148.63
Barclays Current Account	£75,382.65
Cambridge Building Society	£81,470.16
	£359,461.29