



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
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Chairman: Councillor Diana Hassan
Parish Clerk: Liz Greaves
Administrator: Tony Sawyer

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**All Council meetings are open to the
public and press**

TO: All Members of the Council

6th February 2018

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, the Old School Rooms, Station Road, Congresbury, on **Monday 12th February 2018 at 7.30 pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.

Liz Greaves
Parish Clerk

AGENDA

Emergency Evacuation Procedure for the Old School Rooms

Public Participation

This section will also include the following:

District Councillor's Report: Cllr Tom Leimdorfer (North Somerset Council) to give a short report on NSC matters affecting Congresbury.

Police Report: All crime statistics are now available on-line at <https://www.police.uk/avon-and-somerset/AN007/crime/>.

GENERAL BUSINESS

- 17145** **Apologies for absence**
- 17146** **Declarations of Interest and to consider any written applications for dispensations**
Members to declare any interests, including disclosable pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations.
- 17147** **Exclusion of the press and public**
To agree any items to be dealt with after the public, including the press, have been excluded.
- 17148** **Approval of minutes**
a) Full Parish Council – 15th January 2018
b) Planning Committee – 26th January 2017
- 17149** **Planning Committee**
Request for additional members to join the Planning Committee due to the temporary absences of current members.
- 17150** **Yatton Neighbourhood Plan**
Members to make representation on the Yatton Neighbourhood Plan where the consultation period closes on 19th February. Available at; http://consult.n-somerset.gov.uk/consult.ti/yatton_plan/consultationHome
- 17151** **Mendip Vale Medical Practice**
Members to receive a verbal report with regard to recent meeting with David Clark, Executive Manager, Mendip Vale Medical Practice.

PLANNING

- 17152** **Congresbury Conservation Area**
Members to consider the response with regard to the request to North Somerset Council to amend our Conservation Area conditions to apply an article 4 direction which is a tool used by local authorities which remove permitted development rights in certain areas.

FINANCE

- 17153** **Budget 2017/18**
Members to accept the Financial Report on the budget performance year to date for 2017/18.
- 17154** **Payment schedule**
Members to consider and accept the schedule of payments made and schedule of receipts.

AMENITIES

- 17155** **Burial Ground**
Members to note the amendments made to the Burial Forms with regard to the agreed amendment to the Burial Ground Policy which states that 'due to limitations on space for burials purchase of Deeds of Exclusive Rights of burial for earthen graves are restricted to current and prior residents of the Parish of Congresbury'.
- 17156** **Old School Rooms**
Members to consider and agree if appropriate the report with regard to the recommendations from the working group to change the charging structure for the Old School Rooms.
- 17157** **St Andrew's Room Refurbishment**
Members to receive a verbal update on the progress of the project.
- 17158** **Blooming Congresbury**
Members to receive a verbal update with regard to recent and future activity and plans.
- 17159** **Riverside Park**
The trees in the Riverside Park may require remedial attention and therefore members to agree that a Tree Specialist is contacted to advise on their condition and recommend any remedial action.
- 17160** **Library S106 contributions**

Members to consider forming a working party to consider whether and if appropriate how S106 monies could be used to upgrade the OSR kitchen and provide a café.

17161 Allotments

Currently deer are entering through gaps in the fencing and therefore it is requested that the Parish Council makes repairs to the fence.

17162 Public Conveniences

- a) Members to note that the public conveniences have been closed for several weeks due to water leak. Unfortunately due to other priorities the Clerk has been unable to get this repaired.
- b) Members to consider and the quotes received for the refurbishment of the public conveniences as outlined in the plan. If appropriate to agree on a contractor to complete this project.

STAFFING

17163 Staffing Issues

Members to consider and agree as appropriate the following;

- a) Temporary cover for the RFO will be paid at £12 per hour for a minimum of 4 hours per week; additional hours will be paid at this rate.
- b) Our accounting software company have quoted to do an end of year service. This is highly recommended as this is time consuming and has an exact deadline.
- c) Consider the job description and associated documents with regard to recruitment of Administrator/Responsible Finance officer. Members to consider the timeline and advise who would like to be involved in the recruitment and interview process.
- d) Members to consider the advice with regard to salary range and agree what band the Administrator/Responsible Finance Officer should be advertised at.