



Congresbury Parish Council

Orchard House
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Acting Chairman: Councillor Diana Hassan
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Minutes of the annual meeting of the **Full Parish Council** in St Andrew's Room, the Old School Rooms, Congresbury, on Monday 13th May 2019 at 7.30pm.

Present: Cllrs Ballantine, Beyfus, Clarke, Hacking, Hassan, Hill and Sheehan.

In Attendance: Liz Greaves

There were 2 members of the public present.

MINUTES

Public Participation

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

GENERAL BUSINESS

19000

Election of Chairman of the Council for 2019/20

Resolved: That Cllr Arthur Hacking is elected Chairman of Congresbury Parish Council, to hold office until the next Annual Meeting of the Council.

Diana Hassan stepped down as Chair. Cllr Hacking thanked her for her service on the Parish Council and all of her hard work which has been greatly appreciated. Di then left the meeting.

19001

To receive the Chairman's declaration of acceptance of office

Resolved: Cllr Hacking signed a Declaration of Acceptance of Office.

19002

Election of Vice-Chairman of the Council for 2019/20

No members of the Council in attendance wished to be nominated as vice-chairman.

Resolved: That the motion be addressed again at the next Full Council meeting.

19003

Delivery of acceptance of Councillors acceptance of office forms.

Resolved: That members signed their Acceptance of Office forms and that the Acceptance of Office forms of those not able to attend this first May meeting can be signed and delivered at a later date.

19004 Co-option

Resolved: That Ally Jones and Michael Greaves are co-opted onto the Parish Council.

19005 Apologies for absence

Cllr Doolan

19006 Declarations of Interest and to consider any written applications for dispensations

Cllr's Hacking and Sheehan with regard to item 19026 (e)

19007 Exclusion of the press and public

N/A

19008 Approval of minutes

- a. Full Parish Council - 8th April 2019
- b. Finance Committee – 25th April 2019
- c. Planning Committee - 29th April 2019

Resolved: That the above minutes were approved and signed as a correct record. The Finance Minutes item 18045 was amended and initialled to read Vine Counselling.

19009 Review of Policies and Procedures

To review and adopt as appropriate the following policies;

- a. Standing Orders.
- b. Code of Conduct.
- c. Complaints procedure.
- d. Press and Media Policy
- e. Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, which are;
 - I. Data Protection Policy
 - II. Freedom of Information Policy
 - III. ICO Model Publication Scheme document

Resolved: That the above policies are adopted.

19010 Review of the delegation arrangements and terms of references for existing committees

- a. Planning Committee
- b. Finance Committee
- c. Staffing and Administrative Committee
- d. Congresbury Library Management Group

Resolved: That the delegation arrangements and Terms of Reference for the Planning, Finance, Staffing and Administrative committees and the Congresbury Library Management Group are adopted.

19011 To appoint Members to existing Committees

- a. Planning Committee – Cllr’s Beyfus, Clarke, Greaves, Hill and Sheehan
- b. Finance Committee – Cllr’s Beyfus, Greaves, Hacking and Hill
- c. Staffing and Administrative – Cllr’s Clarke, Hacking, Jones and Sheehan
- d. Cadbury Hill Joint Management Committee – Cllr’s Hacking, Greaves and Sheehan
- e. Congresbury Library Management Group – Cllr Clarke

Resolved: That the above members are appointed to the relevant Committees

19012 Appointments to Trusts and external organisations

Review of representation on or work with external bodies and arrangements for reporting back.

- a. King George V Playing Fields Trustees – Cllr Greaves
- b. Hannah Marshman Trust – Cllr’s Greaves and Hill
- c. Congresbury Youth Partnership – Cllr Ballantine
- d. Yeo Valley Children’s Centre – Cllr Hacking
- e. Strawberry Line Management Committee – Cllr Jones
- f. New Community Hall Development Trust – Cllr Jones
- g. Allotment Association – This will be Stuart Sampson when he is co-opted
- h. Bristol Airport Consultative Committee – Cllr Hacking

Resolved: That the above members are appointed to the relevant Trusts and external organisations.

19013 Joint Working Group – Medical Centre

Members to consider the proposal to form a new joint working group with representatives from both Yatton and Congresbury Parish Council’s to work with District Councillors, North Somerset Council Planning Officers and representatives from the medical practice. This is to having an input into the new medical centre.

Resolved: That members agreed to the formation of a joint working group and Cllr’s Beyfus and Ballantine would be the representatives.

19014 Review of the fixed asset register

Members to review the fixed asset register and adopt the recommendation of the Finance Committee to accept the 2018 register as accurate.

19015 Review of insurance cover

Members noted the current arrangements with regard to insurance cover which is that the Parish Council is insured by Aviva through a 3 year agreement with BHIB Insurance Brokers.

19016 Risk management
Resolved: That the overall summary risk management assessment and action plan report for 2019-2020 was noted and signed by Cllr Hacking.

19017 Membership of organisations
Members to review the Council's membership of the following organisations:-
a. South West Councils
b. Society of Local Council Clerks
c. Avon Local Councils Association
d. Yatton & Congresbury Wildlife Action Group
Resolved: That the above memberships would be renewed.

19018 General Powers of Competence
Members noted the requirements required for the Parish Council to become eligible to exercise the general powers of competence in the future.

19019 Neighbourhood Development Plan
Members noted the Examiner's report and the draft response from the Neighbourhood Development Plan Steering group and endorsed the progress of the plan moving forward.

19020 Meeting dates
Resolved: That the meeting dates, times and place of Parish Council meetings for 2019/20 were agreed.

FINANCE

19021 Financial Regulations
Resolved: That the Financial Regulations are adopted.

19022 Approval of Accounts 2018/19
Members noted that the Accounts for the year 2018/19 will be approved at the June Full Council meeting due to the schedule of the end of year process and internal auditor report.

19023 Budget 2019/20
Resolved: That Members accepted the Report on the budget performance year to date for 2019/20.

19024 Payment schedule
Resolved: That the schedule of payments was agreed at £13,883.32 and schedule of receipts at £58,744.68.

19025 Investment Strategy

Resolved: That the Investment Strategy and proposed action plan is adopted.

19026

Grants

Members to review the grant applications received and the recommendations below from the Finance Committee on 25th April 2019
To approve the following grant requests;

- a. Congresbury Youth Partnership - £19,500 - Provision of Youth Services
- b. Millennium Green Trust –£4,000 - Provision and maintenance of green space
- c. Little Rascals – £300 - Payment of public liability insurance and general items
- d. Great Western Air Ambulance - £500 – to assist in life saving missions in the Congresbury area.
- e. Vine Counselling - £1000 - Counselling based in Congresbury
- f. Over 60's Club – £200 – For maintaining standards of entertainment for the over 60's Club

To refuse the following grant request;

- a. Scouts and Guides - £1000 – Advised to seek alternative grant sources including the National Grid Community Grant Programme especially as the request is for energy saving initiatives. If unsuccessful the Parish Council would reconsider a resubmitted application.
- b. War Memorial Hall. The recommendation is that the Parish Council requests a meeting to discuss the application and the works carried out from the condition survey completed in 2015.

Resolved: That the recommendations from the Finance Committee be accepted with regard to the above grants.

19027

Library

Members consider the report from Nalc with regard to the funding of the library. As s137 funding is limited and the requirement is for this to be recorded as s137 spending a grant application has been completed for the Community Library. Members to review and approve this application as appropriate.

Resolved: That the grant for the Community Library is approved under s137.

Meeting finished 9.20 pm.

Signed: Date: