



Congresbury Parish Council

Orchard House
The Old School Rooms
Station Road
Congresbury
BS49 5DX

Tel: 01934 838802

Chairman: Councillor Stuart Sampson
Parish Clerk: Carolyn Crocker

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

TO: All Members of the Council

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 25th July 2022** at **7.30pm**. 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.

Emergency Evacuation Procedure for the Old School Rooms is the car park entrance

Carolyn Crocker

Carolyn Crocker
Parish Clerk

AGENDA

1. **Public Participation**

This section may also include the following:

District Councillor's Report: Cllr Phil Neve (North Somerset Council)

Police Report: All crime statistics are now available on-line at:

<https://www.police.uk/pu/your-area/avon-somerset-constabulary/yeo-vale/>

2. **Apologies for absence**

To receive any apologies for absence and to approve the reasons given.

3. **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.

4. **Approval of minutes**

To approve and sign the minutes of the meetings of the **extra ordinary** full Council meeting held on Monday 27th June 2022 and the **extra ordinary** full Council meeting of Monday 18th July 2022.

5. **Co-option**

To consider the application received.

The person co-opted must receive an absolute majority vote of the councillors present and voting. The Parish Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidate, as members of the public, will be entitled to be present during the proceedings.

6. **Grants**

a) To approve re-submitted paperwork for grants approved in principle at the full council meeting held on Thursday 9th June 2022. Vine Counselling and Millennium Green Trust.

b) To consider an application from CRAG.

c) To consider an application from Congresbury Football Club.

7. **Kent Road bench and path**

To consider a request for a slab pathway be funded by the parish council and installed across the grass to a re-sited memorial bench on Kent Road.

8. **Purchase of office equipment**

To note that the Clerk has spent £104.47 on a battery server surge protector as recommended by the Councils IT service engineer as previous one was failing and £234.48 on 3 office chairs following DSE assessments. These expenditures were made as per 4.1.4 of the Financial Regulations.

8. Annual Return 2021/2022 – Annual Governance Statement

To approve the Annual Governance statement (section 1 on the Annual Return).

9. Annual Return 2021/2022 – Accounting Statements

To approve the Accounting Statements (section 2 on the Annual Return).

10. Finances

To note the finances from 1st April 2022 30th April 2022:

- (i) Payments
- (ii) Receipts
- (iii) Income and & Expenditure against budget.

11. Bank Account

Due to the recent resignation of Councillor Hacking, who was a signatory, at least 3 more signatories are urgently required on the councils bank account.

- a) To approve the new signatories – Councillors March, Holland and Hughes.
- b) To approve the RFO as a temporary signatory.

12. Locum Support

To approve the delegation of powers to the locum Clerk and Chairman to organise locum cover due to the outgoing Clerk. To agree a date when the locum RFO will finish due to recruitment of a permanent RFO in May 2022.

13. Committees

To agree and appoint a new member to the Finance Committee as presently this is inquorate.

14. Burial Ground Benches

To approve an additional paragraph to the burial ground policy 'no benches of any description to be placed within the burial ground without prior permission of the Parish Council in writing. The Parish Council will approve in advance all designs and placements.'

15. Memorial Benches

To approve the memorial bench policy for Congresbury Parish Council.

16. Report & Valuation of council assets

The last report and valuation of the council's property portfolio was carried out on 1st April 2008. It is recommended that this is repeated at a cost of £1,000 (plus any incidental disbursements) for accuracy and valuation purposes.

17. Speed survey

Request from Councillor Neve (NS) for consideration of funding a speed survey at a cost of approximately £250 on A370.

18. August Meeting

Due to resignation of the Clerk it is recommended to cancel the August full council meeting (many Councilshave a recess during the summer and do not hold a meeting in August).

19. Date of the next meeting

Recommended – that subject to the approval of the above the date of the next meeting will beheld sometime in September 2022 (subject to availability of the locum clerk).

20. Exclusion of Press and Public

Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial matters.

21. Old School Room Windows

The locum Clerk will give a verbal update.

22. IT Upgrade

The locum Clerk to provide verbal update.

23. Millennium Green

To agree a date of the next meeting of the Millennium Green Trust for election of Chairman.