



Congresbury Parish Council

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

Tel: 01934 838802

Chairman: Councillor Arthur Hacking
Parish Clerk: Jo Swift (Locum)

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

TO: All Members of the Council

4th May 2022

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the Jubilee hall, Congresbury, on **Thursday 12th May 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

Jo Swift

Jo Swift
Locum 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. Election of Chairman 2022/2023

To elect a Chairman for the ensuing municipal year.

(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that office).

3. Election of Vice Chairman 2022/2023

To elect a Vice-Chairman for the ensuing municipal year.

(The Council 'may' appoint a Vice-Chairman, but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that office.)

4. Apologies for absence

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

5. 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.

6. Approval of minutes

To confirm and sign the minutes of the meetings of the full Council meeting held on 7th April 2022.

7. Finances

To note the finances from 1st January 2022 to 31st March 2022:

(i) Payments

(ii) Receipts

(iii) Income and Expenditure against budget (note that these are not the final figures due to the year-end adjustments having not yet been completed).

8. Internal Audit 2021/2022

To note the internal audit report 2021/2022.

9. Annual Subscriptions

To consider the annual subscription to (i) Avon Local Councils' Association at a cost of £715.83 for 2022/2023 and (ii) to Parish Councils Airport Association at a cost of £75.00 for 2022/2023

10. Co-option

To consider the application received now that the applicant is living in the village.

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.

11. Appointment to Committees

To approve the appointment of members to committees.

Note that the appointment of the Chairs to these committees will be done at the first meeting of the committee

- Planning
- Finance
- Staffing and Administration

12. Appointment to outside bodies and group

- Cadbury Hill Joint management committee
- Congresbury Library Management group

13. Terms of Reference for committees

Attached are the terms of references and delegation of powers to the committees that need to be reviewed and approved by the full Parish Council annually.

(Under no circumstances can a committee make or change its terms of reference, this is to be done by the full Parish Council)

14. Meeting attendance policy

To approve the Meeting Attendance policy.

15. Councillor training

To consider a date for Councillor training in June. Dates **not** available are 16th, 17th, 18th, 23rd, 28th and 30th June. The cost of the training is £200.00 and will be held in the Old School rooms.

16. Litter

At the last meeting it was agreed to consider the best way to improve the role and duties, find out how much time is needed to complete all the tasks and the routes needed to clear the litter. An update to be provided.

17. Congresbury – Rights Of Way

To consider whether or not to pay for the other stretch of the path to be resurfaced.

NSC have received a quote for works to the footpath at Broadstone Football Club to improve the track at that location. The footpath only covers part of the track and the Rights of Way budget can only cover that section at a cost of £4254 + VAT. The cost of completing the whole track is £6654 + VAT.

18. S106

To consider the proposal from the Tennis Club.

19. Parish Council response to the Local Plan consultation

To note and consider the draft response to the North Somerset Local Plan consultation.

20. Flood defence at Millennium Green

To note the update on the obligatory works for the flood defences on the Millennium Green and to discuss alternative sites for the Youth Club and Ball Park for the duration of the works which could be as long as 3 years.

21. Replacement front door – Old School Rooms

To approve the revised quote for a new UPVC door at a cost £3247.70 (net of Vat).

22. Meeting dates

The schedule of meeting dates for 2022/2023 needs to be scheduled, before this is completed the Council needs to decide if the preference is to continue with full Council meetings on a Thursday or revert back to a Monday.

Consideration also needs to be given to the Planning committee meeting day.

23. Date of the next meeting

That subject to the approval above, a meeting date for June needs to be decided upon.

To note that the date of the Annual Parish meeting is Thursday 26th May.

24. 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.

25. Toilet door closer

To consider the quote – at the March full Council meeting it was agreed that the toilets would remain closed for now but options would be present at a future

meeting including the installation of an automatic door/lock. Several companies have been contacted but only one was able to supply a quote.