



## Congresbury Parish Council

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

Tel: 01934 838802

Chair: Cllr Jane Clarke  
Parish Clerk: Nicky Andrews  
RFO: Gemma Palmer  
Administrator: Catrin Lewis

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

**TO: All Members of the Council**

**3rd December 2024**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 9<sup>th</sup> December 2024** 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**

*Nicky Andrews*

Nicky Andrews  
Parish Clerk

## AGENDA

- 1. Public Participation**  
This section may also include the following:  
District Councillor's Report: Cllr Dan Thomas (North Somerset Council)  
Police Report: All crime statistics are now available on-line at:
- 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 **Full Council Meeting** of 11th November 2024 and Finance Meeting of 2nd December 2024 and to approve amendment to the minutes dated 16<sup>th</sup> September 2024 24073b to change denied to agreed.
- 5. Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.**
- 6. Clerks Report**  
To receive the clerks, report summarising activities of the Parish Office
- 7. To review and adopt:**
  - a) Anti-Harassment and Bullying Policy
  - b) Equality and Diversity Policy
  - c) Standing Orders
- 8. To agree final draft of the football lease.**
- 9. Update on request for 20mph speed limit and discuss safety of the two pedestrian crossings on Brinsea Road**
- 10. Internal Audit Report following internal auditors visit on 15<sup>th</sup> November 2024.**  
Members to note the reports for 2024/25 and consider the recommendations.  
Councillors to consider and record the independence of the appointed auditor for 2024/2025.
- 11. To authorise payment schedule for December 2024**
- 12. Finances**  
For members to note the finances for month 8 (November 2024) Clerk and Chair/Vice Chair to sign and initial pages.
  - a. Bank reconciliations
  - b. Payments & Receipts
  - c. Expenditure against budget

- 13. 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.
- 14. Dog Bin**  
To purchase a new dog bin for Riverside Garden - By gate to Millennium Green.
- 15. Planters – To purchase compost and winter plants.**