



## 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

[www.congresbury-pc.gov.uk](http://www.congresbury-pc.gov.uk)  
Email: [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk)  
Email: [finance@congresbury-pc.gov.uk](mailto:finance@congresbury-pc.gov.uk)  
Email: [admin@congresbury-pc.gov.uk](mailto:admin@congresbury-pc.gov.uk)

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

**TO: All Members of the Council**

**8<sup>th</sup> April 2025**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Old School Rooms, Station Road, Congresbury, BS49 5DX on **Monday 14<sup>th</sup> April 2025 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

## **A G E N D A**

- 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.
- 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 17<sup>th</sup> March 2025.
- 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. Welcome Festival Update.**
- 8. Congresbury Community Library.**  
**To update and review agenda item from 17<sup>th</sup> March 2025**
- 9 Considerations of additional bank account(s)**  
RFO to provide update of action taken following the February 2025 Finance Meeting
- 10 Update on proposed roadworks at Smallway crossroads (BSIP)**
- 11 To review and adopt:**  
**a) Grievance Policy**  
**b) Press and Media Policy**
- 12. To discuss lighting a beacon on the Millennium Green for the 80<sup>th</sup> anniversary of VE day**
- 13. To authorise payment schedule for April 2025**
- 14. To discuss new burial ground and the inspection of the current.**
- 15. 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.

**16.        Donation received by Congresbury Parish Council**

Councillors to discuss monetary donation, received from the Environment Agency, for environmental enhancement to the Millennium Green.