



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

10th June 2025

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 16th June 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

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:
<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 **Full Council Meeting** of 12th May 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. Co-option**
Members to consider any co-option requests.
- 8. To consider any requests to join a committee where there is a vacancy.**
- 9. YACWAG – To discuss proposed changes to YACWAG constitution.**
- 10. To discuss residents request to replace the bench by the traffic lights on the junction of A370 and B3133 by the Geoffrey Peacock Garden with a memorial bench to his daughter.**
- 11. To discuss publishing councillors meeting attendance record on our website.**
- 12. To consider locating a dog bin on the edge of the footpath by The Star Rhodyate Hill**
- 13. To consider any bright ideas for a Social Media Account.**
- 14. Update from Cllr L Burd on her findings at the allotments**
- 15. Members to note 2024/2025 CIL end of year report.**
- 16. External Auditor BDO LLP – Declaration of Interest**
Members to declare any interests.

- 17. Internal Audit Report following internal auditors visit on 16th May 2025, the quote for audits during 2025/26 and to record the independence of the appointed auditor for 2025/2026.**
Members to note the reports for 2024/25 and consider quote for internal audits in 2025/26 and to record the independence of the appointed auditor for 2025/2026.
- 18. Annual Return 2024/2025 – Annual Governance Statement**
To approve the annual governance statement (Section 1 on the Annual Return)
- 19. Annual Return 2024/2025 – Accounting Statements**
To approve the accounting statements (Section 2 on the annual return).
- 20. To authorise payment schedule for June 2025**
- 21. Finances**
For members to note the finances for month 1/2 (April/May 2025) Clerk and Chair/Vice Chair to sign and initial pages.
a. Bank reconciliations
b. Payments & Receipts
c. Expenditure against budget
- 22. 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.
- 23. To discuss purchasing supplies for the planters**
- 24. Date of the next meeting**
The date of the next meeting.
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