



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

5th August 2025

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 11th August 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 14th July 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. **To discuss the car parking situation in Congresbury.**
10. **To consider emergency access requirements.**
11. **To consider asking CURO to remove the bench at Bramley/Cadbury Square**
12. **To discuss whether to request North Somerset Council set a one-hour time limit in the layby outside the podiatry clinic. (Mon -Fri 8am – 5pm)**
13. **To discuss illegal signage in the conservation area.**
14. **Update on missing bin by traffic lights**
15. **Congresbury Burial Ground**
a) Unauthorised items
b) new burial ground
16. **To authorise payment schedule for August 2025**

17. Finances

For members to note the finances for month 4 (July 2025) Clerk and Chair/Vice Chair to sign and initial pages.

- a. Bank reconciliations
- b. Payments & Receipts
- c. Expenditure against budget

18. 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.

19 Office mobile phone and contactless card reader

Members to consider option of a mobile phone for Parish Office and compatibility with contactless card reader options. For APPS to be stored and used, when necessary, to allow hirers to make contact outside of office hours (in an emergency), take electronic payments at the Parish office and have a camera functionality.

20. To consider quotations received for mould removal in the Old School Rooms.

21. To consider quotations for partial resurfacing (tarmac) of Church Drive.

22. To further discuss clearing vegetation from around the ball court.

23. To consider quotations for phone and broadband contract.

24. To discuss purchase of a memorial plaque for former Chair of Congresbury Parish Council.

25. Date of the next meeting

The date of the next meeting.