



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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Email: finance@congresbury-pc.gov.uk
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**All Council meetings are open to the
public and press**

TO: All Members of the Council

2nd December 2025

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 8th December 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 10th November 2025 and the Finance Committee Meeting of 1st December 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. Social media - To discuss progress**
- 8. Community Engagement - To consider inviting North Somerset Council Cabinet members to a Parish Council Meeting.**
- 9. To review and adopt:**
 - a) Complaints Policy**
 - b) Information Technology (IT) Policy**
 - c) Data Protection Policy**
 - d) Data Breach Policy**
- 10. Subject Access request (SAR) – To note the outcome of the Subject Access Request review.**
- 11. To check Website for Compliance with Assertion 10**
- 12. To nominate an IDRP (Internal Dispute Resolution Process) Appeals Officer.**
- 13. To discuss siting a dog bin in Venus Street**
- 14. Allotments**
 - a) To discuss setting up a committee/working party.**
 - b) Update on the allotment plan**

15. **To make further comments on 25/P/2141/RM Land North of Mulberry Road Congresbury considering information received from a local resident.**
16. **To authorise payment schedule for December 2025 and power to spend.**
17. **Finances**
For members to note the finances for month 8 (November 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. **To consider quotation to repair lights in Church Drive and the closed church yard to the arch where it meets The Causeway.**
20. **Date of the next meeting**
The date of the next meeting.