



## Congresbury Parish Council

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

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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**

**5<sup>th</sup> November 2024**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 11<sup>th</sup> November 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 14th October 2024 and Extraordinary Finance Meeting of 7<sup>th</sup> October 2024.
- 5. Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.**
  - a) To review and adopt Millennium Green Bench Policy
- 6. Clerks Report**  
To receive the clerks, report summarising activities of the Parish Office
- 7. To review and adopt:**
  - a) Vexatious Request Policy
  - b) Retention and Disposal Policy
  - c) Grant Policy
  - d) Planning Committee - Terms of Reference
- 8**
  - a) [24/P/2164/TPO](#) - Land At Well Park Congresbury - A group of trees (TPO refs - T9, T10 and G3), including sycamore, willow and poplar growing along the southern border of 24 well Park. These have been historically managed as pollards at 2.5m and now have regrowth between 10 and 15m. 2) A group of 3 willows (TPO ref - G2) to the rear of 24 Well Park includes a tree that is twin stemmed from base with a heavy lean towards the garden to the east. Tree to be pollarded to 7-8m and then managed as a pollard on a cyclical basis. 3) A smaller tree in this group (TPO ref G2) is directly impacting a wooden structure within the neighbour's garden. To be coppiced to ground level and managed as such to ensure no future structural issues.
  - b) Email from PCAA regarding planning application [23/P/2185/FU2](#) - Land SW Of Long Ashton Park and Ride Off Gurney Roundabout (A370) And Colliters Way Long Ashton
- 9 To discuss football club lease renewal.**
- 10. Welcome Festival in June 2025 - Update**
- 11. To further discuss future of the burial ground**

- 12. Finances**  
For members to note the finances for month 7 (October 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. Congresbury Youth Partnership (CYP)**  
To discuss the matters arising from the meeting between Finance Committee and CYP on 4<sup>th</sup> November 2024
- 15. To purchase four sets of outdoor battery Christmas lights for the trees**
- 16. To agree to spend £186.00 (incl VAT) to pay for a Land Charges search to be able to register football pitch with the Land Registry and discuss whether to engage a solicitor to check the final application.**
- 17. To discuss use of donation from CRAG and next steps for the Old School Rooms Maintenance.**