

# 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)

Minutes of the Full Council meeting of **Congresbury Parish Council**, held at the  
Old School Rooms, Congresbury on **Monday 11th March 2024 at 7.30pm**

**Present:** Councillors Clarke, Burd, Razzell, Daw, Holland, Griffiths and Hill  
**In attendance:** Nicky Andrews (Clerk) and Cllr Dan Thomas (NS Councillor)

## Nine Members of the public present:

### 23108 Public Participation

A resident stated that he had sent a letter to the Parish Council regarding the missing bench on the Kent Road Green although it was mentioned at the last meeting, he had not received a reply to his letter.

7.34 *Cllr L Burd joined the meeting.*

7.35 *One member of the public left the meeting.*

A group of people spoke about their concerns regarding car parking at the Congresbury Arms.

7.42 *Four members of the public left the meeting.*

A representative of the new recreation facility explained that a steering committee had been established to drive fundraising for the new facility and asked for the Parish Councils support.

7.47 *Two members of the public left the meeting.*

### 23109 Apologies for absence

Cllr H Hathaway.

### 23110 Declarations of Interest and to consider any written applications for dispensations.

None

### 23111 Approval of minutes

**Resolved** – that the minutes of the Full Council held on Monday 12th February 2024 and the Finance Committee held on 19<sup>th</sup> February 2024 were approved and signed as a true record.

### 23112 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

None

**23113 Clerks Report**

St Andrews floor has been repaired following three holes appearing at the end of the room under the projector but there is still concern about the rest of the floor. The Council's input is needed as to whether the room should be reopened or whether further investigation is required.

There are a couple of bookings in the next few weeks that have booked the whole building. At the end of the meeting the Councillors inspected the floor, opinions differed. Cllr Hill stated that he would call a former Councillor who may be able to help with the decision.

The Council needs to consider alterations to the conditions of hire for the Old School Rooms as recent damage was caused at a party. We invoiced for the damage and have received payment. Agenda item to review hire conditions next month.

I would be grateful if you could call or email me, by the morning of the meeting, if you are unable to attend, as three meetings have been inquorate. (Finance 06.09.23, Full council 16.10.23 and Planning 26.02.24).

Adrian has been unwell but will be returning to work shortly.

I have received a request for a street sign at the junction of Silverstone Way and Silver Street. Clerk to contact NSC the road may not have been adopted by the District Council.

The luncheon club have sent details of the cabinets they wish to put in St Congar's, for secure storage of their equipment, they are taller than the library ones already there. No objections from the Councillors.

**23114 Bus Service Improvement Plan**

A representative of North Somerset Council explained that money was available under the Bus Service Improvement Plan to improve transport hubs with new shelters, seating and cycle parking. Councillors to discuss any enhancements or thoughts at the next Full Council meeting.

8.05 *One member of the public left the meeting.*

**23115 Car Parking in Congresbury**

Following the comments made in public participation the Council agreed that Cllr J Clarke and NS Councillor D Thomas will visit the Congresbury Arms to discuss the car parking situation with the landlord.

**23116 To discuss management of burial ground and application for a new memorial.**

Cllr W Holland agreed to accompany the Clerk and Administrator on an inspection of the burial ground. Any plot whose owners contravenes the burial ground policy will be informed in writing, to rectify the matter.

It was agreed that the memorial would be allowed if a ledger (flat slab) were to be installed on the whole plot first.

8.30 *One member of the public left the meeting.*

**23117 To decide whether to take ownership of our current email from Vision IT, keep the email unchanged or change to a new .org email address.**

The Clerk to ask Vision IT the cost of taking ownership of our current email addresses.



**23118 To consider how to re-position the planters by the cross in Broad Street.**

The Clerk explained that problems had occurred with the position of the planters since the resurfacing of Broad Street and that North Somerset Council had replaced them without consulting the Clerk for their correct location. Cllrs Clarke and Thomas asked for copies of the emails. Cllr Burd stated that the planters were usually put on cross hatching but this had not been repainted with the road markings.

**23119 To readdress 2024/2025 Grants.**

**Resolved** – To accept the recommendations of the Finance Committee - Cllr Hill proposed, Cllr Clarke seconded; all Cllrs agreed.

**23120 HoneyHall Solar Farm Community Benefit Fund**

The Finance Committee suggested that as the Council had projects that required prompt attention, the one-off lump sum would be the best option. It was noted that other Solar Projects may have been offering more remuneration, Cllr D Thomas to see if he can obtain other Solar Projects fees per £ per MW per year.

**23121 Policies and procedures – To review and adopt the Financial Regulations.**

**Resolved** – The councillors agreed to adopt the above policy - Cllr Hill proposed, Cllr Razzell seconded, all Cllrs agreed.

**23122 Finances**

For members to note the finances for month 10 (February 2024) Clerk and Chair/Vice Chair to sign and initial pages.

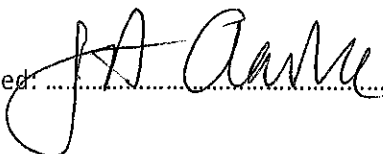
Direct debits, and bank transfer payments as detailed totalling £11388.65 (February 2024)

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

**23123 Exclusion of Press and Public**

**Recommended** – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public to 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.

*Meeting ended 9.00pm*

Signed:  Date: *15 April 2024*