

Congresbury Parish Council

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The Old School Rooms
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Chair: Cllr Jane Clarke
Parish Clerk: Nicky Andrews
RFO: Gemma Palmer
Administrator: Catrin Lewis

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Minutes of the Full Council meeting of **Congresbury Parish Council**, held at the
Old School Rooms, Congresbury on **Monday 10th June 2024 at 7.30pm**

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

One Members of the public present:

24017 Public Participation

A member of the allotment association spoke of the number of vacant allotments and stated she showed a potential tenant around last weekend. She mentioned the dog and litter bin problems and that she was also a member of CRAG

19.32 *Cllr T Daw and Cllr D Thomas joined the meeting*

24018 Apologies for absence

None

24019 Declarations of Interest and to consider any written applications for dispensations.

None

24020 Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 13th May 2024 were approved and signed as a true record.

24021 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

Cllr E Burd stated that the bench policy was in progress and they had agreed to be proactive and have several concrete bases laid ready for any new memorial benches. It had been agreed to close the Virgin Account but keep £10.00 in the Nat West one. The monies would be moved back to the Parish Council account. The land registry title for the community paddock is under the incorrect name, it is to be changed along with the contact details which will be the Parish Clerk. Suggestions for the Environment Agency enhancements include picnic tables, a new play boat, ping pong table and the concrete bench bases. It has been suggested that an email is written seeking permission to access the paddock for mowing (twice a year) across the car park of the Congresbury Arms.

24022 Clerks Report

The litter bin at Well Park has been removed as it belonged to North Somerset Council but they have re-installed the post for our dog bin.

North Somerset Council will not be reinstating the recycling bins in the car park by the Youth Club. They have suggested that the Youth Club have recycling boxes but would come at a cost as it is considered commercial.

A resident has asked for the double yellow lines outside of the chemist to be removed. The free flowers for the planters have been picked up from North Somerset Council last week. 23/P/2304/FUL decision being made by Sunday 16th June 2024 not on P & R committee for June.

There is a meeting with the library on Thursday 20th June at 9.30am following the recommendation from the Finance Committee Meeting on 24th April. Are the Chair of the Finance Committee and the Council able to attend. – Cllrs J Clarke and R Cove to attend. Locum RFO is visiting on Wednesday 26th June as this will be her last visit (after more than two years) would it be appropriate to purchase a thank you gift(s). – Yes definitely I forwarded a copy of an email from North Somerset Council regarding Tiny Forests. Would this be of interest to the Council and if so, thoughts on locations. - None

24023. To approve risk assessment summary 2023/2024

Resolved – It was proposed that the risk assessment summary 2023/2024 was approved. Cllr Hill proposed, Cllr Daw seconded, all Cllrs agreed

24024. To consider letting any vacant allotments to non-Congresbury residents

It was decided to form a working party to write an allotment policy and bring it to the next meeting for approval. The working party will be Cllrs Clarke, Griffiths and Razzell and the secretary of the allotment association.

24025 Councillors to note pre notification of appeal - Land North of Mulberry Road, Congresbury, BS49 5HD – 22/P/0459/OUT and if the appeal goes ahead, is the Parish Council agreeable for CRAG to attend meetings with NSC

Resolved – It was agreed that CRAG could attend meetings with NSC. Cllr Hill proposed, Cllr Daw seconded, all Cllrs agreed

24026 Update on burial ground inspection

Most of the letters have been sent out, some of the older plots are proving difficult to find the owners as the deed holder is deceased. Last Friday the administrator and I removed two bags of various debris from the burial ground.

24027. External Auditor BDO LLP – Declaration of Interest

None

24028. Internal Audit Report following internal auditors visit on 17th May 2024 and quote for audits during 2024/25

Members received and noted the AIAR and reports for 2023/24 and consider quote for internal audits in 2024/25.

Resolved – To formally appoint Bridget Bowen as the Internal Auditor for 2024/25 Cllr Hill proposed, Cllr Holland seconded, all Cllrs agreed.

24029. Annual Return 2023/2024 – Annual Governance Statement

That the accounts statement in section 1 of the 2023-24 Annual Return was considered, approved and agreed by all Councillors then signed by the Chair and Clerk.



24030. Annual Return 2023/2024 – Accounting Statements

That the accounts statement in section 2 of the 2023-24 Annual Return was pre signed by the RFO and then considered, approved and agreed by all Councillors and signed by the Chair.

24031 Finances

For members to note the finances for month 1 (April 2024) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, and bank transfer payments as detailed totalling £20843.29 (April 2024)

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

20.14 *One member of the public left the meeting*

24032 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.

24033. To decide whether to continue the subscription to SW Councils

Resolved – To cancel the subscription for next year and try and obtain a refund from this year. Cllr Holland proposed, Cllr Razzell seconded, all Cllrs agreed.

24034 To review litter and dog bin collection, how many and frequency

The Clerk explained that she has surveyed and mapped all the dog and litter bins in Congresbury and of the 29 bins on the list, four no longer exist, five litter bins are owned and emptied by North Somerset Council leaving Congresbury PC with 12 dog bins and 8 litter bins. It was agreed to leave the bin emptying at once a week and that the Clerk erect notices on each bin and monitor the situation for the next couple of months

24035 To consider quotation to reset time on public toilet door closer.

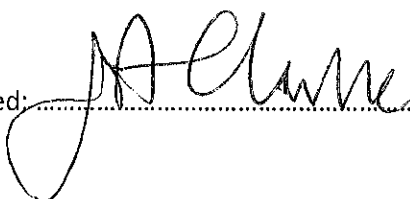
It was decided that Cllr T Griffiths would look at the timer before a decision could be made.

24036 To discuss electricity contract renewal for the library

Resolved – To accept the quotation from Northern Gas and Power of a 36-month fixed contract with British Gas Lite. Cllr Hill proposed, Cllr Razzell seconded, all Cllrs agreed.

Meeting ended 9.05pm

Signed:



Date:

