



## Congresbury Parish Council

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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 10<sup>th</sup> February 2025 at 7.30pm**

**Present:** Councillors Clarke, Holland, Hill, Razzell, March, Burd and Daw

**In attendance:** Nicky Andrews (Clerk).

**Two Members of the public present:**

**24141 Public Participation**

A member of the friends of the Millennium Green spoke about the maintenance of the trees and the fallen willow tree and the need to pick up the brash. He asked about who owned the riverside car park and about the disabled access to the Millennium Green.

Cllr T Daw updated the Council on local issues.

*7.35 The meeting was suspended.*

The Clerk replied that North Somerset Council owned the riverside car park.

*7.44 The meeting was resumed.*

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

**24142 Apologies for absence**

Cllr Dan Thomas (NS Councillor)

**24143 Declarations of Interest and to consider any written applications for dispensations.**

None

**24144 Approval of minutes**

**Resolved** – that the minutes of the Full Council held on Monday 13<sup>th</sup> January 2025 were approved and signed as a true record.

**24145 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting**

The five-year finance plan has been approved. The agreement which allows foot access to the Millennium Green via the Congresbury Arms has the incorrect contact address. A letter to change the contact details needs to be sent to Greene King. The Millennium Green has decided to look at a Public Works Loan Board to obtain the money to fund essential maintenance on the Millennium bridge. The Millennium Green Management Group has

decided to close the Nat West account and transfer its funds to the Parish Council to be put in the Millennium Green Earmarked Reserves. The Virgin account will be kept open.

**24146 Clerks Report**

Waste collection will be changing to three weekly shortly, it is only for household waste not commercial. I will be receiving leaflets and posters shortly.

The PAT Testing and the Fire Extinguisher Tests have been completed for the Old School Rooms, Parish office and the library.

The notice, to clear the burial ground of all Christmas items, has been put on the gate.

The new football club lease has been signed.

North Somerset Council have confirmed that they are not expecting any parish precept to support the Public Rights of Way proposal for 2025/26.

Overnight works will begin on Wednesday 12<sup>th</sup> February until Friday 14<sup>th</sup> February for drainage and utilities surveys at the junction of B3133 and A370 at Smallway as part of the proposed BSIP.

**24147 To review and adopt revised allotment tenancy rules to allow ponds on the allotments.**

**Resolved:** That the allotment tenancy rules to allow ponds has been reviewed, by the Parish Council and was adopted

*8.08 one member of the public left the meeting.*

**24148 Welcome Festival Update.**

It was suggested that Tessa Munt MP is shown around various venues in the village before opening the fete/flower show. Closer to the time Cllr Hill to inform the TV and local media about the event may encourage more people to attend.

**24149 Annual Parish meeting date**

**Resolved** – To hold the Annual Parish Meeting on Thursday 1<sup>st</sup> May 2024 at 7.00pm in the Jubilee Hall, Old School Rooms. Cllr Hill proposed, Cllr Clarke seconded, all Cllrs agreed.

**24150 To approve risk assessment summary 2024/2025.**

**Resolved** – It was proposed that the risk assessment summary 2024/2025 was approved. Cllr Clarke proposed, Cllr Burd seconded, all Cllrs agreed.

**24151 To review and adopt:**

**a) Whistle Blowing Policy**

**Resolved:** That the Whistle Blowing Policy has been reviewed, by the Parish Council and was adopted

**b) Health and Safety Policy**

**Resolved:** That the Health and Safety Policy has been reviewed, by the Parish Council and was adopted

**24152 Internal Audit Report following internal auditors visit on 31st January 2025.**

Members received and noted the internal audit report following the internal auditors visit on 31<sup>st</sup> January 2025.

**24153 To authorise payment schedule for February 2025**

**Resolved:** To authorise payments for February 2025.



**24154 Finances**

For members to note the finances for month 10 (January 2025) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, credit card and bank transfer payments as detailed totalling £14481.96 (January 2025)

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

**24155 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.

**24156 Considerations of additional Bank Account(s)**

Cllr Holland clarified the need for a further bank account and suggested that we should transfer all the earmarked reserve monies into other accounts. RFO to investigate the Coventry Building Society.

**Resolved** – It was proposed to open a new bank account with CCLA, initially with the minimum deposit. Cllr Razzell proposed, Cllr Holland seconded, all Cllrs agreed.

*Meeting ended 8.55pm.*

Signed: .....

*J A Clarke*

Date: .....

*17<sup>th</sup> March 2025*