



## 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 14<sup>th</sup> April 2025 at 7.30pm**

**Present:** Councillors Clarke, Hill, Razzell, Burd, Holland and Griffiths

**In attendance:** Nicky Andrews (Clerk) and Cllr Dan Thomas (NS Councillor)

**Two Members of the public present:**

### **24172 Public Participation**

Two members of the community library explained that all the invoices had been paid up to date and that the library funds have been transferred to the Parish Councils bank account on 1<sup>st</sup> April 2025. They have left the bank account open for any grants they may request and they have kept enough money to cover the bank charges on the account.

They reiterated that the management committee is always willing to talk if any problems occur. The discussions regarding the collaboration agreement have been left until the summer as North Somerset library services are busy.

Cllr D Thomas replied that the Library Transformation Project will be completed by June 2025.

### **24173 Apologies for absence**

Cllr T Daw and H Hathaway

### **24174 Declarations of Interest and to consider any written applications for dispensations.**

None

### **24175 Approval of minutes**

**Resolved** – that the minutes of the Full Council held on Monday 17<sup>th</sup> March 2025 were approved and signed as a true record.

### **24176 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting**

There has been no Millennium Green meeting since last month but Cllr L Burd informed the Councillors that the willow has been felled, a seat on the green had been vandalised and the newly planted saplings have had their stakes pulled out.

### **24177 Clerks Report**

The period of annual rent for the OSR Garden was amended to fall in line with the financial year as at the 01.04.2025. The amount payable for the period between 01.01.2025 and 31.03.2025 has been on a pro-rata basis.

North Somerset Council has started delivering the new recycling bags, a leaflet inside the bag explains which materials need to go into the bag and to start using the bag from the next collection.

The next Town and Parish forum meeting will take place at Castlewood Offices on 30<sup>th</sup> April 2025 from 15.00 to 17.00. Each Council can send up to two representatives.

A resident asked if the Parish Council could create a map that identifies all the recent proposed changes (Solar Farms, BSIP and NSC potential housing locations in their local plan)

A resident has reported that a couple of lights need new bulbs on Church Drive and that the drive itself has potholes. To be discussed on the next agenda.

ALCA has forwarded a note about ground level trampolines, Clerk to action changes to the risk register and check insurance as suggested.

The Clerk and administrator have completed the two-day course from ICCM on cemetery management.

It has been noticed that the locks have been changed on the Millennium green gate, Clerk to contact users of the gate to establish which lock is used by whom.

**24178 Welcome Festival Update.**

A meeting was held before Full Council to discuss the welcome festival. A communication will be sent out to every participant and a flyer/poster will be designed.

The week will start with the flower show and fete on the 21<sup>st</sup> June and finish with the displays in the venues on the 28<sup>th</sup> June.

**24179 Congresbury Community Library.**

The Clerk explained that since the previous meeting the position had changed but we still needed to review previous resolution of 8<sup>th</sup> October 2018 minute reference 18093. It was discussed and all parties agreed that the minute should be rescinded.

**Resolved** – Councillors agreed to rescind the minutes dated 08<sup>th</sup> October 2018 reference 18093 Cllr Griffiths proposed, Cllr Clarke seconded, all Cllrs agreed.

**24180 Considerations of additional bank account(s)**

The Clerk informed the Council that the RFO had contacted the Coventry Building Society and they only deal with personal accounts.

**24181 Update on proposed roadworks at Smallway crossroads (BSIP)**

The Clerk had received several emails from concerned residents regarding the Smallway crossroads and she had forwarded them on to Cllr Dan Thomas (NSC). Cllr D Thomas has asked the BSIP team for a face-to-face meeting but has not yet received a reply. The Councillors requested that the Clerk contact the BSIP team and ask for a site meeting.

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

**24182 To review and adopt:**

**a) Grievance Policy**

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

**b) Press and Media Policy**

**Resolved:** That the Press and media Policy has been reviewed, by the Parish Council and was adopted.



- 24183 To discuss lighting a beacon on the Millennium Green for the 80<sup>th</sup> anniversary of VE day.**  
**Resolved** – Councillors agreed to permit a beacon on the Millennium Green as long as a risk assessment (with diagram) was completed and forwarded to the Parish Office before the event. Cllr Holland proposed, Cllr Griffiths seconded, all Cllrs agreed.
- 24168 To authorise payment schedule for April 2025**  
**Resolved:** To authorise payments for April 2025.
- 24169 To discuss new burial ground and the inspection of the current.**  
A couple of sites were suggested for possible new burial grounds, one near the current burial ground and one North of Woodhill. Further information will be required before any discussions can take place.  
The current burial ground requires an inspection as there are items on the plots that do not conform to the burial ground policy. The Clerk informed the Councillors that once an inspection had taken place, the owners of the plots needed to be contacted before any items could be removed.  
**Resolved** – Councillors agreed to erect a sign on the gate of the burial ground giving notice that all prohibited items would be removed from the site without prior warning and kept for collection at the Parish Office for up to four weeks after the inspection. Cllr Holland proposed, Cllr Griffiths seconded, all Cllrs agreed.
- 24170 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.
- 24171 Donation received by Congresbury Parish Council**  
**Resolved** - Councillors accepted the gift donation from the environment agency to be used for environmental enhancements (concrete bases for benches on the Millennium Green). Cllr Razzell proposed, Cllr Griffiths seconded, all Cllrs agreed.

*Meeting ended 08.40pm.*

Signed: .....

..... Date: 12<sup>th</sup> May 2025