

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
Email: clerk@congresbury-pc.gov.uk
Email: finance@congresbury-pc.gov.uk
Email: admin@congresbury-pc.gov.uk

Minutes of the Annual Meeting of **Congresbury Parish Council**, held at the
Old School Rooms, Congresbury on **Monday 12th May 2025 at 7.30pm**

Present: Councillors Clarke, Hill, Burd, Razzell, Daw.

In attendance: Nicky Andrews (Clerk))

Two Members of the public present:

25000. Election of the Chair 2025/2026

Resolved – that Councillor Jane Clarke is elected Chair of the Council for 2025/2026 and duly signed the Acceptance of Office.

25001 Election of the Vice Chair 2025/2026

Resolved – that Councillor Tom Griffiths is elected Vice Chair of the Council for 2025/2026. The Council agreed that as he was unable to attend the meeting, he could sign the Acceptance of Office before the next meeting.

25002. Apologies for absence

Cllrs G March, T Griffiths, W Holland and Cllr Dan Thomas (NS Councillor)

25003. Declarations of Interest and to consider any written applications for dispensations.

None

25004. Public Participation

A resident asked if he could replace the bench by the traffic lights in memory of his daughter as the current bench needed replacement, as it had deteriorated and was rotten in places. He would like to replacement it with a wooden bench with a plaque to his daughter's memory so he and his grandson could sit in it.

25005. Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 14th April 2025 were approved and signed as a true record.

25006 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.

There has been no Millennium Green meeting since March 2025

25007 Clerks Report

The consultation for the 20mph limit concluded on 11.04.2025, North Somerset Council has issued a notice of intent (Speed Limit Restrictions, North Somerset) Consolidation Order

2024 (Variation 4) - Congresbury 20mph. The results are on our website and comments need to be made to NSC by Friday 23rd May 2025.

The new gas pipe on the A370 Station Road should have been started last Tuesday and have taken about six weeks. I have not been informed why it was postponed or when it will start again.

As mentioned in public participation a resident has asked to replace the bench by the traffic lights in memory of his daughter. Cat and I looked at the bench and it is showing signs of wear. An agenda item for next month.

Planning application has been sent to North Somerset Council for the solar farm on the land to the west and east of the Strawberry Line, Brinsea Road, Congresbury – comments need to be made to NSC by 29th May 2025. This will be discussed at the next planning meeting Monday 19th May 2025. The plan application for the solar farm at Oldbridge have not yet been received by North Somerset Council but are imminent.

North Somerset Council are inviting residents, businesses, councillors and anyone interested in the future of public transport to the bus user's forum 2025. Two sessions are offered Monday 19 May online and Wednesday 21st May in person details are on our website. Attendance is free but you must register in advance.

DCK Accounting Solutions will be closing the 2024/2025 accounts on Friday 16th May and the internal auditor will be completing her third visit of 2024/2025 and finalising her AIAR report (Annual Internal Audit Report).

An allotment holder has complained that she is paying too much for her allotment as it is not as big as other full plots. An agenda item for next month.

The antisocial behaviour by Homefield/Cadbury Square has been reported to the police.

The bin has gone missing on the junction of A370/B3133 by the Geoffrey Peacock Garden sometime between Friday 2nd May and Saturday 3rd May. The bin belongs to North Somerset Council I have reported it to the Waste & Cleansing Contracts Manager; he is going to arrange for a replacement.

The plans for the signage, lights and camera, in the car park, at the Congresbury Arms have been approved by North Somerset Council.

The three weekly black bin collection will begin on week beginning 9th June, there is a new app for your phone to help with the collection dates, there is also information on North Somerset Council website at <https://n-somerset.gov.uk/my-services/bins-recycling/three-weekly-waste-collections> and information is being sent out to every household by post.

25008. Appointment to Committees

To approve the appointment of members to committees.

Note that the appointment of the Chairs to these committees will be done at the first meeting of the committee.

Planning Committee – Cllrs Griffiths, Holland, Hill, Clarke and Razzell.

Finance Committee – Cllrs Holland, Razzell, Hill, March and Burd.

Staffing and Administrative Committee – Cllrs Burd, Clarke, Holland.

Resolved: That the above members are appointed to the relevant Committees



25009. Appointment to outside bodies and group

Cadbury Hill Joint Management Committee – Cllr Holland, March and Burd

Congresbury Community Library - Cllr Clarke

King George V Playing Fields Trustees – Cllr Burd

Hannah Marshman Trust - Cllrs Griffiths, and Hill

Congresbury Youth Partnership – Cllr Daw

Strawberry Line Management Committee- Cllr Griffiths

Bristol Airport Consultative Committee – Cllr Daw and Clarke

Parish Council Airport Association – Cllr Daw

Congresbury Allotments Association – Cllr Clarke

Resolved: That the above members are appointed to the relevant Trusts and external organisations.

25010 Membership of organisations

Members to review the Council's membership of the following organisations: -

- a. Society of Local Council Clerks
- b. Avon Local Councils Association/National Association of Local Councils
- c. Institute of Cemetery and Crematorium Management
- d. Information Commissioner's Office
- e. Parish Councils Airport Association

Resolved: That the above memberships would be renewed.

25011 To review and adopt:

a) Standing Orders

Resolved: That the Standing Orders has been reviewed, by the Parish Council and was adopted.

b) Financial Regulations

Resolved: That the financial Regulations has been reviewed, by the Parish Council and was adopted.

c) Disciplinary Policy

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

25012. Meeting dates

Members agreed on the schedule of meeting dates for 2025/2026.

25013. Members to review the fixed asset register.

Members reviewed the fixed asset register and agreed to accept the 2024/25 register as accurate.


25014 To authorise payment schedule for May 2025

Resolved: To authorise payments for May 2025.

A handwritten signature in black ink, appearing to be 'JAE', is located in the lower right quadrant of the page.

- 25015** For members to note the finances for month 12 (March 2025) Clerk and Chair/Vice Chair to sign and initial pages.
Direct debits, credit card and bank transfer payments as detailed totalling £14871.20 (March 2025)
a. Bank reconciliations
b. Payments & Receipts
c. Expenditure against budget
- 25016** **To discuss maintenance of Church Drive and Car Park**
The Clerk reported that two light bulbs had been replaced in Church Drive. Although she had not been able to check the lights as it was not dark enough for them to be on when she left a meeting.
A couple of potholes had formed in the driveway jointly maintained by the Parish Council and the Church. Clerk to obtain three quotations and bring them back to Full Council for discussion.
- 20.25 *Two members of the public left the meeting*
- 25017** **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.
- 25018** **To discuss email from Congresbury resident**
It was agreed to send the 2024/2025 figures to the resident once the financial year had been completed.
- 25019.** **Date of the next meeting**
The date of the next meeting 16th June 2025 at 7.30pm.

Meeting ended 20.40pm

Signed:  Date: 