



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
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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 16<sup>th</sup> June 2025 at 7.30pm**

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

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

### Three Members of the public present:

#### **25020 Public Participation**

A member of the public remarked about the safety of the public, whilst crossing the road, during the long-term roadworks at the junction of B3133/A370 and that there was a lack of publicity for the Welcome Week.

Cllr Dan Thomas reported that the Local Plan would be taken to the cabinet meeting this week, only one new site for housing, on the land at Woodhill Nurseries. The meeting held on site for BSIP was productive and the police are advising that anyone experiencing anti-social behaviour should keep records.

#### **25021 Apologies for absence**

None

#### **25022 Declarations of Interest and to consider any written applications for dispensations.**

None

#### **25023 Approval of minutes**

**Resolved** – that the minutes of the Full Council held on Monday 12<sup>th</sup> May 2025 were approved and signed as a true record.

#### **25024 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting**

Cllr L Burd reported that the money received from the Environmental Agency would be used to install concrete plinths for benches on the Millennium Green. One quote had been received for the fencing another two would be required. The brash has been cleared and she and the Clerk are meeting the Chief Officer of ALCA to talk about the PWLB for the bridge maintenance. It has been decided that the Virgin Money account should be closed and the Nat West account left open.

#### **25025 Clerks Report**

The Clerk and RFO would like to thank Cllr Holland for her assistance with the insurance renewal.

Cat was called out on Sunday 18<sup>th</sup> May at 10pm, as the office alarm had been activated. We called out WRS Alarms to check the alarm, they could not find anything wrong but we asked them to change the code as a precaution as it had not been changed for at least 6 years.

A parishioner has asked if the Parish Council could request North Somerset Council to put a three-hour limit on the spaces in the Riverside car park. An agenda item for next month.

I have been asked who is responsible for cutting the hedge between the Tennis Courts and Stonewell Drive as it is very overgrown. I have been looking through minutes and papers and I cannot find who owns it. Hedges cannot be cut until September so I will keep trying to find who is responsible.

The Clerk read out an update from RWE on the planning application for the solar farm by the Strawberry Line 25/P/0809/FUL, a decision is anticipated Q1/Q2 2026.

A resident has asked would The Parish Council ask North Somerset Council for an additional crossing be sited on the Brinsea Road either near Yew Tree Park or further along by Venus Street and Silver Street. The Clerk was informed that it was part of the plan 22/P/0459/OUT – for seventy dwellings on Land North of Mulberry Road

North Somerset Council have created a new bridleway In Congresbury AXC16/59. It follows the Strawberry Line from Station Road to West Brinsea Farm.

Derek Kemp has completed the year end accounts for 2024/2025.

As it has been three years since the last Councillor training and we have had several new Councillors, would it be a good idea to arrange a Councillor training session. Councillors agreed that a training session would be beneficial.

On Sunday 8<sup>th</sup> June several boxes of catering supplies including cans, balloons and nitrous oxide canisters have been dumped at the allotments. Despite the allotments being busy no one saw anyone leaving them. The allotment secretary has reported the incident to the police and North Somerset Council. Clerk has also reported to North Somerset as it has still not been cleared up a week after reporting it.

I spoke to a customer support officer at Wales & West Utilities, the current set of road works on Station Road are likely to last another four to six weeks. They will return later in the year, hopefully to complete the job.

Is anyone available to help with a burial ground inspection, any infringements of the rules need to be documented and photographed so that the owner of the plot can be contacted in writing and asked to remove them. If they are not removed four weeks after the letter is sent, the Parish Council can then remove them. Cllrs Holland, Burd and Clarke volunteered.

EA have completed the works on the Congresbury Arms side of the river. A member of the EA is happy to meet with Councillors to check everything is as expected. Councillors ask Clerk to arrange a meeting with the EA.

An incident occurred in the Old School Rooms on Friday 6<sup>th</sup> June, should the Old School Rooms hire conditions be updated to include advice that hirers should not set up alone. The Councillors did not think this was necessary.

## **25026 Co-option**

Michael Ballard was co-opted onto the Parish Council, and he signed the declaration of acceptance of office.

- 25027 To consider any requests to join a committee where there is a vacancy.**  
It was agreed that Cllr M Ballard would join the Finance and Planning Committees and Cllr G March would join the Staffing and Administration Committee.
- 25028 YACWAG – proposed change to YACWAG constitution**  
**Resolved** – Councillors agreed to the proposed change to the YACWAG constitution to remove the membership rights of Yatton and Congresbury Parish Councils to appoint nominated trustees - Cllr Griffiths proposed, Cllr Razzell seconded, all Cllrs agreed.
- 25029 To discuss residents request to replace the bench by the traffic lights on the junction of A370 and B3133 by the Geoffrey Peacock Garden with a memorial bench to his daughter.**  
The Councillors were happy for the resident to replace the bench but due to maintenance issues all benches should be composite and not wooden.
- 25030 To discuss publishing councillors meeting attendance record on our website.**  
**Resolved** - That the council publishes the councillor meeting attendance record on the Parish Council website. - Cllr Clarke proposed, Cllr Razzell seconded, all Cllrs agreed.
- 25031 To consider locating a dog bin on the edge of the footpath by The Star Rhodyate Hill**  
Clerk to speak to The Star manager about sponsoring a dog bin on the edge of the footpath.
- 25032 To consider any bright ideas for a Social Media Account.**  
Clerk explained that despite numerous attempts the Parish Office had been unable to re-activate the Facebook page. Item to deferred until August 2025 Full Council.
- 25033 Update from Cllr L Burd on her findings at the allotments.**  
Due to various reasons the task has not been completed. Drone footage is being obtained before they continue.
- 25034 Members to note 2024/2025 CIL end of year report.**  
The end of year CIL report was reviewed and agreed by all Councillors.
- 25035 External Auditor BDO LLP – Declaration of Interest**  
None
- 08.10 A member of the public left the meeting.*
- 25036 Internal Audit Report following internal auditors visit on 16<sup>th</sup> May 2025 and quote for audits during 2025/28 and record the independence of the appointed auditor for 2025/2026.**  
Members received and noted the AIAR and reports for 2024/25 and consider quote for internal audits in 2025/28.  
**Resolved** – To formally appoint Bridget Bowen as the Internal Auditor for 2025/28 Councillors considered and recorded the independence of the appointed auditor for 2025/2026.  
Cllr Griffiths proposed, Cllr Razzell seconded, all Cllrs agreed.
- 25037 Annual Return 2024/2025 – Annual Governance Statement**  
That the accounts statement in section 1 of the 2024-25 Annual Return was considered, approved and agreed by all Councillors then signed by the Chair and Clerk.

**25038 Annual Return 2024/2025 – Accounting Statements**

That the accounts statement in section 2 of the 2024-25 Annual Return was pre signed by the RFO and then considered, approved and agreed by all Councillors and signed by the Chair.

**25039 To authorise payment schedule for June 2025**

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

**25040 Finances**

For members to note the finances for month 1/2 (April/May 2025) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, credit card and bank transfer payments as detailed totalling £17457.69 (April 2025)/ £15108.92 (May 2025)

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

08.20 *A member of the public left the meeting.*

**25041 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.

**25042 To discuss purchasing supplies for the planters.**

**Resolved** – It was agreed to obtain four bags of compost for the planters – Cllr Clarke proposed, Cllr Holland seconded, all Cllrs agreed.

**25043 Date of next meeting**

The date of the next meeting is Monday 14<sup>th</sup> July 2025 at 7.30pm

*Meeting ended 8.30pm.*

Signed: .....Date.....