



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 8th December 2025 at 7.30pm**

Present: Councillors Hill, Razzell, Burd, Daw, Harris, Ballard, Griffiths, Whiteman and Clarke
In attendance: Nicky Andrews (Clerk) and Cllr Dan Thomas (NS Councillor)

Six Members of the public present:

25152 Public Participation

The secretary of the allotment association welcomed the formation of a committee/working party. She stated that waiting for the renewal of the lease was unsettling given the field behind the allotments could be used for housing.

A resident of Park Road highlighted the RM application for Mulberry Road and the need to look at the conditions imposed when the original permission was granted and ask that the Parish Council update their comments on the application.

A resident agreed with the previous comments and reiterated that the Parish Council update their comments to support the residents of Mulberry/Park Road and users of the field.

Councillor Dan Thomas commented that the planning officers were working with the developers and enforcement officers and he would be keeping us up to date on the outcome. There are several other enforcement matters in the village including missing path from Smallway and play areas still missing from another development. The budgets are not looking good at North Somerset Council. A strategy is being for written to crack down on illegal airport parking. The precinct is offering another 15 mins parking for December.

19.36 Cllr T Daw joined the meeting

25153 Apologies for absence

None

25154 Declarations of Interest and to consider any written applications for dispensations.

None

25155 Approval of minutes

The Finance minutes dated 1st December 2025 had not been distributed for approval so they will be agreed at the Full Council meeting January 2026

Resolved – that the minutes of the Full Council held on Monday 10th November 2025 were approved and signed as a true record. Cllr L Burd abstained.

25156 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

Cllr Burd has a meeting with Mead Fleet this week to discuss the issue with the bank maintenance and to ask who is responsible for the fencing that backs onto Gooseum Mead. A small amount of progress has been made regarding the access to the paddock. Up to date quotations are being sourced for the bridge maintenance. North Somerset Council suggested building in a 20% contingency fund. With the funds already saved there may not be a need for a Public Works Loan but the Clerk and Cllr L Burd will continue with the application. Another tree needs to be felled on the Millennium Green and more volunteers are needed to help with the maintenance of the green and the paddock.

25157 Clerks Report

The heating system has been repaired again, we have started looking into the possibility of installing a new system, one survey has been completed and we are waiting for the quotation. The Christmas Fair took place on Wednesday 3rd December as was well attend. Gemma, Cat and I would like to thank Lizzie and Jane for the assistance manning the barriers for the road closure.

As a gesture of goodwill Tincknells are extending the free period to 30mins in the precinct car park, during December.

The Parish Office phone line/broadband has been changed to digital.

I have written to North Somerset Council asking about changing the speed limit on Wood Hill and cyclist/pedestrian zone installed using a white line. I have received a reply from North Somerset Council; the request has been added to the Stage 1 Long List.

The internal auditor visited us on 25th November 2025.

A resident has contacted North Somerset Council about putting a weight limit on Stock Lane. At the present time they do not have any plans to put a weight limit on Stock Lane.

The new bench has been installed by the Geoffrey Peacock Garden

The planter by the cross, near Debbie Fortune has been destroyed over the weekend.

A resident has asked can the Parish Council remove a tree in the Football Ground. Clerk to assess the situation and speak with North Somerset Council tree officer.

25158 Social Media - To discuss progress.

Cllr Whiteman has created a page on Facebook it still requires some work but hopefully it should be available in the next couple of weeks.

25159 Community Engagement - To consider inviting North Somerset Council Cabinet members to a Parish Council Meeting.

Resolved – To ask Cllr M Bell to a Congresbury Parish Council meeting in the new year.

25160 To review and adopt:

a) Complaints Policy

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

b) Information Technology (IT)

The Information Technology (IT) Policy requires a couple of alterations before being adopted at the next Full Council meeting in January.

c) Data Protection Policy

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

d) Data Breach Policy

The Data Breach Policy requires a couple of alterations before being adopted at the next Full Council meeting in January.

- 25161 Subject Access request (SAR) – To note the outcome of the Subject Access Request review.**
Resolved: That the Council notes the outcome of the Subject Access Request review. The review confirmed that no further information is held and that the original response complied with UK GDPR and the Data Protection Act 2018. The complainant has been notified of their right to refer the matter to the ICO.
- 25162 To check Website for Compliance with Assertion 10**
Resolved – To formally asked Vision ICT to check website for compliance with Assertion 10 by completing a website MOT. Cllr Razzell proposed, Cllr Griffiths seconded, all Cllrs agreed.
- 25163 To nominate an IDRP (Internal Dispute Resolution Process) Appeals Officer.**
Resolved – That the RFO, Gemma Palmer was nominated as IDRP Appeals Officer.
- 25164 To discuss siting a dog bin in Venus Street**
It was agreed in principle but the Clerk would need to check into the ownership of the land.
- 25165 Allotments**
a) To discuss setting up a committee/working party.
It was agreed to meet the allotment association informally for a discussion on whether to set up a committee or a working party. Both would need to bring any ideas back to Full Council for approval, but a working party would not need an agenda and minutes however they are usually on used for short term projects.
b) Update on the allotment plan
The new allotment plan has been completed and all allotments have been measured. It is too late to implement the plan this year as the renewal letters are due to be sent out in January 2026.
- 25166 To make further comments on 25/P/2141/RM Land North of Mulberry Road Congresbury considering information received from a local resident.**
After a long discussion it was agreed to add the following comment and have further discussions at the Planning meeting on 22nd December 2025. Councillors to send their additional comments to the Clerk by or before Thursday 18th December 2025.

Congresbury Parish Council wishes to register a formal objection to the Reserved Matters application 25/P/2141/RM for Land North of Mulberry Road.

Our reasons are set out below.

1. Ecological safeguarding – insufficient information & conflict with Condition 5

The Parish Council is concerned that works were undertaken within the red-line boundary on 17 November 2025 without an approved Construction Environmental Management Plan (CEMP) in place, contrary to Condition 5 of the outline consent.

As a result, it remains unclear whether ecological safeguards required under Conditions 5, 16 (LEMP) and the submitted ecological documents are adequate, deliverable, or timed correctly. The following issues remain unresolved:

known slow-worm and grass snake populations on site
hibernation season impacts (November onward)
incomplete or absent reptile fencing at the access corridor
lack of independent verification of reptile translocation
no submitted otter assessment despite past records locally
Until these ecological matters are fully resolved, it is not possible for the LPA to discharge the relevant conditions or determine the Reserved Matters.

2. Flooding & drainage – multiple technical concerns outstanding

The site is in an area of known flood vulnerability. Following Storm Claudia, residents documented significant surface water saturation of the field.
The North Somerset Levels Internal Drainage Board has submitted a formal objection noting:
inconsistencies between drainage drawings
unverified pond levels
risk associated with embankment-based attenuation
unclear access for long-term maintenance
discrepancies between inlet/outlet pipe sizing
The Parish Council cannot support approval of RM while the IDB maintains an objection and drainage safety concerns remain unresolved.

3. Arboricultural concerns – Condition 15 not demonstrated as met

The Arboricultural Method Statement requires:
BS5837 tree/hedgerow protection
fencing prior to any site clearance
monitoring during works
These requirements were not in place when clearance occurred.
Until a compliant AMS and updated plans are submitted, the Parish Council cannot be satisfied that irreplaceable boundaries and root protection zones can be safeguarded.

4. Highway safety & access design – unresolved issues

The proposed access relies on a narrow, previously domestic entrance that has recently been mechanically widened. The Parish Council has ongoing concerns regarding:
pedestrian safety
visibility splays
construction traffic routing
the relationship of the new access with existing parked vehicles along Park Road and Mulberry Road
Further clarity is required before this element can be supported.

5. Heritage considerations – insufficient assessment for an archaeologically sensitive zone

Congresbury parish contains documented Romano-British kiln sites, including:
Venus Street
Brinsea Road
multiple HER records referenced in the Neighbourhood Plan

Given this, the site lies within a zone of heightened archaeological potential. Further investigation and clarification are required before appearance, layout, and scale can be lawfully approved.

6. Procedural and sequencing concerns

The Parish Council notes that several documents submitted under RM (CEMP, LEMP, AMS, drainage) contain incomplete information and have generated requests for clarification from consultees.

It is therefore premature to determine RM at this stage.

7. Request for Independent Ecological and Arboricultural Verification

The Parish Council notes that:

GE Consulting prepared the ecological, arboricultural and environmental documents submitted with the Reserved Matters application.

GE Consulting also undertook the unapproved vegetation clearance on 17 November 2025, which has been confirmed by Planning Enforcement as a breach of Condition 5.

GE Consulting subsequently produced the “update ecological assessment” following the breach. This places GE in the unusual position of:

1. preparing the mitigation documents,
2. carrying out the works that breached Condition 5, and
3. providing the assessment of the consequences of their own breach.

Given this sequence, and in the interests of public confidence and procedural transparency, the Parish Council formally requests that:

An independent ecological specialist (not connected with the applicant or GE Consulting) reviews:

the claimed reptile translocation exercise,
the adequacy of reptile fencing installation and timing,
the suitability of the access corridor as habitat during hibernation,
the risk to protected species during the unauthorised works,
whether further surveys are required before Reserved Matters are determined.

We further request independent review of:

the Arboricultural Method Statement
the tree/hedgerow protection measures
the boundary impacts resulting from the mechanical access widening

This request is made not as an allegation, but in order to uphold:

the integrity of the planning process,
the purpose of pre-commencement conditions,
compliance with the outline consent,
and public confidence in environmental protection.

Conclusion

Congresbury Parish Council objects to the Reserved Matters application because:
essential pre-commencement conditions remain unresolved,
statutory consultees have outstanding objections,
ecology, drainage, arboriculture and heritage matters require further evidence, and

the development, as currently presented, does not demonstrate that it can proceed safely or sustainably.

The Parish Council respectfully requests that no approval is granted until all information required under Conditions 5, 15, 16 and drainage conditions is submitted and independently validated

25167 To authorise payment schedule for December 2025 and power to spend.

Resolved: To authorise payments for December 2025 and note power to spend

25168 Finances

For members to note the finances for month 8 (November 2025) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, credit card and bank transfer payments as detailed totalling £22490.44 (November 2025)

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

20.40 *Six members of the public left the meeting*

25169 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.

25170 To consider quotation to repair lights in Church Drive and the closed church yard to the arch where it meets The Causeway.

Resolved – To formally asked Weston Rail Services to repair the lights in Church Drive and the closed Churchyard to the arch where it meets The Causeway Church Drive. Cllr Clarke proposed, Cllr Whiteman seconded, all Cllrs agreed.

25151 Date of next meeting

The date of the next meeting is Monday 12th January 2026 at 7.30pm

Meeting ended 8.50pm.

Signed:Date.....