



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

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**All Council meetings are open to the
public and press**

TO: All Members of the Council

6th January 2026

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 12th January 2026 at 7.30pm**. The meeting will consider the items set out below.

At the start of the meeting there will be a public participation session to enable the people of Congresbury to address the Council on any issue, subject to time available. Each speaker will be limited to a period of up to five minutes with a maximum total time of 15 minutes.

Emergency Evacuation Procedure for the Old School Rooms is the car park entrance

Nicky Andrews

Nicky Andrews
Parish Clerk

AGENDA

1. Public Participation

This section may also include the following:

District Councillor's Report: Cllr Dan Thomas (North Somerset Council)

Police Report: All crime statistics are now available on-line at:

<https://www.police.uk/pu/your-area/avon-somerset-constabulary/yeo-vale/>

2. Apologies for absence

To receive any apologies for absence and to approve the reasons given.

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

Members to declare any interests, including disclosable pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations.

4. Approval of minutes

To approve and sign the minutes of the **Full Council Meeting of 8th December 2025 and the Finance Committee Meeting of 1st December 2025.**

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

6. Clerks Report

To receive the clerks, report summarising activities of the Parish Office

7. To appoint DCK Accounting Solutions Ltd (Derek Kemp) for the year end 2025-2026

8. Internal Audit Report following internal auditors visit on 25th November 2025 and sign the latest version of the letter of engagement.

Members to note the report for 2025/26 and agree to sign the letter of engagement.

9. Budget for 2026-2027

To agree budget for 2026-2027

10. Precept 2026-27

To approve precept for 2026-27

11. Considerations of additional Bank Account(s)

RFO to provide update of action taken, following the August and September 2025 Finance Committee and Full Council meetings. New building society account general terms and conditions to be considered.

12. S106 monies – a) To use XCP366 - Cobthorn Way Built Facilities £3,414.76 towards mould removal costs in the Old School Rooms

b) To use XCP364 - Land South of Cadbury Garden Centre Built Facilities £11380.00 incl VAT - To replace areas of fencing around the ball court adjacent to the millennium green with v-mex fencing.

13. Allotments – To consider lease renewal terms.

14. **North Somerset Council – Enhancing Highway Maintenance Tria – To consider proposal.**
15. **To review and adopt:**
 - a) **Information Technology (IT) Policy**
 - b) **Data Breach Policy****and sign Finance Policies as agreed in the minutes of 1st December 2025**
16. **Social media - To discuss progress.**
17. **Football Club Lease Rent Review.**
18. **Library – Upgrade to the digital network.**
19. **To consider sending a letter of support to Winford Parish Council regarding the proposed landing lights on Felton Common.**
20. **To authorise payment schedule for January 2026 and power to spend.**
21. **Finances**

For members to note the finances for month 9 (December 2025) Clerk and Chair/Vice Chair to sign and initial pages.

 - a. Bank reconciliations
 - b. Payments & Receipts
 - c. Expenditure against budget
22. **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.
23. **Date of the next meeting**

The date of the next meeting.