



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
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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**

**3<sup>rd</sup> February 2026**

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Congresbury, on **Monday 9<sup>th</sup> February 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 8<sup>th</sup> 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. Co-option**

Members to consider any co-option requests.

**8. To consider any requests to join a committee where there is a vacancy.**

**9. Allotments – To discuss lease**

**10. To discuss position of M Short plaque.**

**11. To review impact of December parking changes in precinct car park.**

**12. To agree temporary replacement for Cllr L Burd as Millennium Green Secretary, for a couple of months.**

**13. Annual Parish meeting date**

To decide on a date for the Annual Parish meeting, which must be held between 1<sup>st</sup> March and 1<sup>st</sup> June.

**14. To approve risk assessment summary 2025/2026**

**15. Internal Audit Report following internal auditors visit on 20th January 2026.**

Members to note the report for 2025/26 and consider the recommendations.

**16. Skipton Building Society - New Account to agree to open community saver account, complete the application form with account holder details and agree initial deposit.**

- 17. Ball Court – To agree value of the ball court for Land Registry Request for Certificate of Value Registration**
- 18. To authorise payment schedule for February 2026 and power to spend.**
- 19. Finances**  
For members to note the finances for month 10 (January 2026) Clerk and Chair/Vice Chair to sign and initial pages.
  - a. Bank reconciliations
  - b. Payments & Receipts
  - c. Expenditure against budget
- 20. 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.
- 21. To consider quotations for trimming two trees in the churchyard.**
- 22. Date of the next meeting**  
The date of the next meeting.