



## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
BS49 5DX

Tel: 01934 838802

Chair: 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**

**5<sup>th</sup> May 2025**

Dear Councillor,

You are summoned to the Annual Meeting of **Congresbury Parish Council** at St Andrew's Room, Old School Rooms, Station Road, Congresbury, on **Monday 11<sup>th</sup> May 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. Election of the Chair 2026/2027**  
To elect the Chair for the year 2026/2027 and to receive the Chair's Declaration of Acceptance of Office.
- 2. Election of the Vice Chair 2026/2027**  
To elect the Vice Chair for the year 2026/2027 and to receive the Vice Chair's Declaration of Acceptance of Office.
- 3. Apologies for absence**  
To receive any apologies for absence and to approve the reasons given.
- 4. 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.
- 5. 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/your-area/avon-somerset-constabulary/yeo-vale/>
- 6. Approval of minutes**  
To confirm and sign the minutes of the meetings of the Full Council meeting held on 13<sup>th</sup> April 2026
- 7. Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.**
- 8. Clerks Report**  
To receive the Clerks report summarising activities of the Parish Office
- 9. 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  
Finance Committee  
Staffing and Administrative Committee
- 10. Appointment to outside bodies and group**  
Cadbury Hill Joint Management Committee  
Congresbury Community Library  
King George V Playing Fields Trustees  
Hannah Marshman Trust  
Congresbury Youth Partnership

Strawberry Line Management Committee  
Bristol Airport Consultative Committee  
Parish Council Airport Association  
Congresbury Allotments Association

**11. 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

**12. To review and adopt:**

**a) Standing Orders**

**b) Financial Regulations**

**13. To discuss recently submitted documentation for planning application 23/P/2304/FUL.**

**14. Members to note 2025/2026 CIL end of year report.**

**15. Meeting dates 2026/2027**

To agree the 2026/2027 schedule of meeting dates for Congresbury Parish Council.

**16. Members to review the fixed asset register 2025/2026**

**17. To authorise payment schedule for May 2026**

**18. Finances**

For members to note the finances for month 12 (March 2026) Clerk and Chair/Vice Chair to sign and initial pages.

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

**19. To consider Bristol Airport Planning Application - 26/P/0686/OU2**

**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 gas/electricity contracts due for renewal in July/August 2026**

**22. To consider allowing the purchase of a cremation plot by a family who do not reside in Congresbury.**

**23. Date of the next meeting – 15<sup>th</sup> June 2026**