



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.

9th June 2026

Dear Councillor,

You are summoned to a Full Council meeting of **Congresbury Parish Council** in the St Andrews Room, Station Road, Congresbury, BS49 5DX on **Monday 15th June 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 11th May 2026.**
- 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. Update from Allotment Working Party**
- 8. To review and adopt:**
 - a) Lone Working Policy.**
 - b) Maternity Leave and Pay Policy.**
 - c) Paternity Leave and Pay Policy.**
- 9. Riverside Car Park – To discuss asking NSC to introduce parking controls to discourage all-day parking.**
- 10. To consider request to remove tree adjacent to 39 Stonewell Park Road.**
- 11. Kent Road – To discuss growing concerns regarding the increasing volume of traffic using Kent Road as a cut-through route to avoid congestion on the A370 and to consider requesting North Somerset Council about possible traffic management or mitigation measures.**
- 12. To consider and comment on Bristol Airport Planning Application - 26/P/0686/OU2.**
- 13. External Auditor BDO LLP – Declaration of Interest.**
Members to declare any interests.
- 14. Internal Audit Report following internal auditors visit on 26th May 2026 and to record the independence of the appointed auditor for 2026/2027.**
Members to note the reports for 2025/26 and to record the independence of the appointed auditor for 2026/2027.

- 15. Annual Return 2025/2026 – Annual Governance Statement.**
To approve the annual governance statement (Section 1 on the Annual Return)
- 16. Annual Return 2025/2026 – Accounting Statements.**
To approve the accounting statements (Section 2 on the annual return).
- 17. To authorise payment schedule for June 2026 and power to spend.**
- 18. Finances.**
For members to note the finances for month 1/2 (April/May 2026) Clerk and Chair/Vice Chair to sign and initial pages.
 - a. Bank reconciliations
 - b. Payments & Receipts
 - c. Expenditure against budget
- 19. 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.
- 20. Date of the next meeting.**
The date of the next meeting.