



Congresbury Parish Council

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The Old School Rooms
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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 12th January 2026 at 7.30pm**

Present: Councillors Hill, Razzell, Burd, Daw, Harris, Cove, Whiteman and Clarke

In attendance: Nicky Andrews (Clerk), Gemma Palmer (RFO) and Cllr Dan Thomas (NS Councillor)

Five Members of the public present:

25172 Public Participation

A resident of Pauls Causeway explained about the missing no through road sign at the junction of Broad Street and Pauls Causeway and the problems it causes with cars/vans having to turn around especially during the time children are being taken to and from school. NSC have stated that the two signs at the junction of Broad Street and High Street are sufficient but they are easily missed and he is concerned that an incident may occur and that it needs to be reinstated.

An allotment holder explained that some allotment holders were concerned whether the lease to the allotment was being renewed in March.

Cllr D Thomas will take up the problem of the sign with North Somerset Council. As it is the start of the year, the budget is the main focus at the moment.

25173 Apologies for absence

Cllrs Ballard and Griffiths

25174 Declarations of Interest and to consider any written applications for dispensations.

None

25175 Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 8th December 2025 and the Finance meeting of Monday 1st December 2025 were approved and signed as a true record.

25176 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

New quotations have been obtained for the maintenance on the Millennium Green Bridge. The cost was less than expected so we have enough money in reserves without taking out a PWLB. The bench donated by a resident has been re-sited to the original location agreed with the understanding that if any anti-social behaviour is reported it may have to be removed. A reply has been received from Greene King regarding the renewal of the license to allow access across their car park to the Millennium Green, a new lease needs to be drawn up and we will need to pay their costs. The dog and emergency contact policies are in the process of being put on the green. As the environment agency no longer cut the banks by the rhyne, we need

to establish who are the owners of the banks as they are legally responsible for keeping the banks cut. The annual and finance plans have been agreed.

19.47 *Cllr T Daw left the meeting.*

25177 Clerks Report

The payments from the Carditch Solar Farm have ceased on the 18th December 2025, following the ending of the 10-year agreement.

Guy March has resigned from the Parish Council; North Somerset Council have been informed. Congresbury Parish Council would like to thank Guy for his support and contributions during his time on Congresbury Parish Council.

Weston recycling centre will start using a booking system from Monday 2 February and Portishead and Backwell will follow on Monday 2nd March.

I have written to the Community Speed Watch Lead and he has agreed to attend a meeting to discuss setting up a new scheme in Congresbury. A resident emailed about speeding in the 20mph zone and the danger to families walking their children to school – Agenda item for the next meeting.

A resident has asked about removing a birch tree on the football field close to his property. He has stated he will pay for the tree to be removed and a replacement at another location. Clerk to check the location for discussion on the next agenda.

It has been requested that Mary Shorts plaque is relocated as it cannot be seen very well in its current position. Cllrs to discuss on the next agenda.

Cllr L Burd will speak to the shops in the precinct asking did the extra 15 mins car parking in December make a difference. To be added to the February agenda.

19.50 *Cllr T Daw rejoined the meeting and Cllr D Thomas left the meeting.*

25178 To appoint DCK Accounting Solutions Ltd (Derek Kemp) for the year end 2025-2026.

Resolved - It was agreed to appoint DCK Accounting Solutions Ltd for closedown of the accounts for year ending 31.03.2026. - Cllr Razzell proposed, Cllr Burd seconded, all Cllrs agreed.

25179 Internal Audit Report following internal auditors visit on 25th November 2025 and sign the latest version of the letter of engagement.

Resolved - Members noted the report for 2025/26 and agreed to sign the letter of Engagement, Cllr Hill proposed, Cllr Clarke seconded, all Cllrs agreed.

25180 Budget for 2026-2027

The RFO provided an update regarding the income and expenditure as of 31st December 2025 and the Councillors considered the requirements including grant applications, for 2026-27.

Resolved – The 2025-2026 budget was noted and the 2026-27 budget was agreed, Cllr Cove proposed, Cllr Harris seconded, all Cllrs agreed.

25181 Precept 2026-27

Resolved - That the council increases the precept for band D properties based on the North Somerset Council tax base figure to £120.58. This is a 3.2% increase to £191,004. Cllr Clarke proposed, Cllr Burd seconded, all Cllrs agreed.

25182 Considerations of additional Bank Account(s)

The terms and conditions were agreed for Building Society Community Saver Account, process to be completed at the next Full Council meeting.

25183 S106 monies – a) To use XCP366 - Cobthorn Way Built Facilities £3,414.76 towards mould removal costs in the Old School Rooms
Resolved - To use XCP366 - Cobthorn Way Built Facilities £3,414.76 towards mould removal costs in the Old School Rooms. Cllr Clarke proposed, Cllr Hill seconded, all Cllrs agreed.

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.
Resolved - 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. Cllr Clarke proposed, Cllr Burd seconded, all Cllrs agreed.

20.26 One member of the public and the RFO left the meeting.

25184 Allotments – To consider lease renewal terms.
The Clerk explained that she had been in contact with the landowners and they had suggested a new lease for three years at a cost of £1700 per annum. The council ask the Clerk to see if they would agree to a lease for five years.

20.31 Three members of the public left the meeting.

25185 North Somerset Council – Enhancing Highway Maintenance Trial – To consider proposal.
The councillors consider that the proposal had been sent too late to be included in the budget for 2026/2027.

25186 To review and adopt:
a) Information Technology (IT)
Resolved: That the Information Technology (IT) Policy has been reviewed, by the Parish Council and was adopted.

b) Data Breach Policy
Resolved: That the Data Breach Policy has been reviewed, by the Parish Council and was adopted.
and sign Finance Policies as agreed in the minutes of 1st December 2025

25187 Social media - To discuss progress.
A new Facebook page has been set up and Cllr Whiteman instruct the office how to add content to the page.

25188 Football Club Lease Rent Review.
Resolved – That the rent remains the same for 2026/2027 at £900 per annum, to be reviewed in September for 2027/2028. Cllr Daw proposed, Cllr Cove seconded, all Cllrs agreed.

25189 Library – Upgrade to the digital network.
The clerk explained that the library needs to have a hole drilled in the wall to accommodate a new cable to change the internet to digital. The councillors agreed that this could go ahead.

25190 To consider sending a letter of support to Winford Parish Council regarding the proposed landing lights on Felton Common.
Cllr J Clarke explained the reason behind the request all councillors agreed that they were happy for Cllr J Clarke to compose a letter of support for Winford Parish Council.

25191 To authorise payment schedule for January 2026 and power to spend.

Resolved: To authorise payments for January 2026 and note power to spend

25192 Finances

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

Direct debits, credit card and bank transfer payments as detailed totalling £16178.98 (December 2025)

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

25193 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.

25194 Date of next meeting

The date of the next meeting is Monday 9th February 2026 at 7.30pm

Meeting ended 8.55pm.

Signed:Date.....