



## 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

[www.congresbury-pc.gov.uk](http://www.congresbury-pc.gov.uk)  
Email: [clerk@congresbury-pc.gov.uk](mailto:clerk@congresbury-pc.gov.uk)  
Email: [finance@congresbury-pc.gov.uk](mailto:finance@congresbury-pc.gov.uk)  
Email: [admin@congresbury-pc.gov.uk](mailto:admin@congresbury-pc.gov.uk)

Minutes of the Full Council meeting of **Congresbury Parish Council**, held at the  
Old School Rooms, Congresbury on **Monday 9<sup>th</sup> February 2026 at 7.30pm**

**Present:** Councillors Hill, Razzell, Burd, Daw, Harris, Cove, Whiteman, Ballard, Clarke and Barbour  
**In attendance:** Nicky Andrews (Clerk).

### **Five Members of the public present:**

#### **25195 Public Participation**

The Secretary of the Allotment Association expressed concerns regarding the general maintenance of the site. She noted that the grass paths do not appear to have been cut regularly throughout the season and that the hedges, particularly the tops, require more consistent trimming. It was suggested that the existing maintenance contract be reviewed to include cutting the tops of the hedges and additional trimming to the sides. She also highlighted the need to improve security at the allotments following a recent incident of theft. An allotment member supported these comments and shared his view that grass cutting has been infrequent for some time. He also raised concerns about the condition of the road adjacent to the allotments, noting that as it is a public right of way, it would benefit from repair to ensure it remains safe for users.

A representative of St Andrew's PCC referred to the agreement signed with the Parish Council in 2015 and advised that they are still awaiting the trimming of trees by the church, as well as repairs to the lighting on Church Drive and around the church premises.

A resident of Congresbury commented that the bins near the water tap in the burial ground are often overflowing. She kindly noted that she has cleared the area herself on several occasions and suggested that clearer signage be installed to encourage proper disposal of waste. She also proposed that larger bins be considered to help address the issue.

#### **25196 Apologies for absence**

Cllr D Thomas (NS councillor)

#### **25197 Declarations of Interest and to consider any written applications for dispensations.**

None

#### **25198 Approval of minutes**

The minutes of the Full Council held on Monday 12<sup>th</sup> January 2026 could not be approved as the incorrect date was posted on the agenda.

**25199 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.**

As agreed, four concrete bases for benches have been placed around the Millennium Green. As the Environment Agency no longer maintain the rhyne, we need to contact the Land Registry to establish who owns the land, so a contractor can be appointed to carry out the any maintenance. ASB has been reported by a volunteer and forwarded to the police. The charity returned has been completed but as more than £10,000 was received as a grant, additional documentation in the form of regulations/terms of reference need to be drafted and approved. It was decided to replace the dedication on the fence with a new sign as the fence has been removed as it has rotted. Three quotes have been obtained for the maintenance to the Millennium Bridge and it was **Resolved** - To appoint Centregreat to carry out the work. The resolution was correctly proposed and seconded (unanimous)

**25200 Clerks Report**

North Somerset Council has confirmed the receipt of our precept request.

The Charity Commission Annual Returns have been completed for the Millennium Green and Hannah Marshman.

North Somerset Council are providing us with 250 free annual flowers for summer 2026.

The PAT Testing and Fire Extinguisher tests have been completed in the Old School Rooms. Library and Office.

From tomorrow a bus belonging to the DWP will be in our car park from 1.30pm. It will be used as a job centre and for queries about benefits/pensions, on a trial period of three months.

NSC has asked if we had a footpath group and if so, would they be interested in helping maintain and promote the public rights of way network.

NSC are proposing to remove the speed limits installed by National Grid on the A370 by Moorland Park and Middle Elm and reinstate the previous 50mph speed limit.

19.48 *Two member of the public left the meeting*

**25201 Co-option**

Nicholas Barbour was co-opted onto the Parish Council, and he signed the declaration of acceptance of office.

**25202 To consider any requests to join a committee where there is a vacancy.**

It was agreed that Cllr N Barbour would join then Finance Committee.

**25203 Allotments – To discuss lease**

**Resolved** - To accept the five-year lease proposed by the landowner with the addition to clause 1, that there could be an increase in yearly rent after three years, with the clause capping it at no more than the movement in CPI over the period. The resolution was correctly proposed and seconded (unanimous).

19.57 *The meeting was adjourned whilst several Councillors went into the hall to look at a position for the plaque.*

19.59 *The meeting was reconvened*

- 25204 To discuss position of M Short plaque.**  
A new position for the plaque was agreed, Clerk to consult with parties concerned.
- 20.02 *Two members of the public left the meeting*
- 25205 To review impact of December parking changes in precinct car park.**  
Cllr L Burd had spoken to some of the shops in the precinct, it was generally agreed that the footfall had increased during the extended free period in December. To try and change the situation, the shops were asked to pay more maintenance money, but an unanimous decision could not be obtained, so the idea could not go forward. Cllr L Burd suggested that we contact Tincknells to arrange another meeting.
- 20.07 *One member of the public left the meeting.*
- 25206 To agree temporary replacement for Cllr L Burd as Millennium Green Secretary, for a couple of months.**  
Cllr R Cove agreed to temporarily replace Cllr L Burd, for a couple of months, as Secretary of the Millennium Green.
- 25207 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.  
**Resolved** – To hold the Annual Parish Meeting on Thursday 23rd April 2026 at 7.00pm in the Jubilee Hall, Old School Rooms. The resolution was correctly proposed and seconded (unanimous)
- 25208 To approve risk assessment summary 2025/2026**  
**Resolved** – It was proposed that the risk assessment summary 2025/2026 was approved. The resolution was correctly proposed and seconded (unanimous)
- 25209 Internal Audit Report following internal auditors visit on 20<sup>th</sup> January 2026 and sign the latest version of the letter of engagement.**  
Members received and noted the internal audit report following the internal auditors visit on 20th January 2026.
- 25210 Skipton Building Society - New Account to agree to open community saver account, complete the application form with account holder details and agree initial deposit.**  
**Resolved** – It was agreed to open a community saver account with an initial deposit of £45,000 from Unity Trust Bank. The resolution was correctly proposed and seconded (unanimous)
- 25211 Ball Court – To agree value of the ball court for Land Registry Request for Certificate of Value Registration.**  
**Resolved** – That the value of the land for Certificate of Value Registration is £6500.00. The resolution was correctly proposed and seconded (unanimous).
- 25212 To authorise payment schedule for February 2026 and power to spend.**  
**Resolved:** To authorise payments for February 2026 and note power to spend

**25213 Finances**

For members to note the finances for month 10 (January 2026) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, credit card and bank transfer payments as detailed totalling £13047.49 (January 2026)

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

20.25 *Cllr R Cove returned to the meeting*

**25214 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.

**25215 To consider quotations for trimming two trees in the churchyard.**

**Resolved** – To formally asked Orchard View Tree and Garden Care to trim two trees in accordance with the planning application 24/P/2365/TRCA. The resolution was correctly proposed and seconded (unanimous)

**25216 Date of next meeting**

The date of the next meeting is Monday 16<sup>th</sup> March 2026 at 7.30pm

*Meeting ended 20.27pm.*

Signed: .....Date.....