



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
Email: clerk@congresbury-pc.gov.uk
Email: finance@congresbury-pc.gov.uk
Email: admin@congresbury-pc.gov.uk

Minutes of the Annual Meeting of **Congresbury Parish Council**, held at the
Old School Rooms, Congresbury on **Monday 11th May 2026 at 7.30pm**

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

In attendance: Nicky Andrews (Clerk) and Cllr Dan Thomas (NS Councillor).

No Members of the public present:

26000. Election of the Chair 2026/2027

Resolved – that Councillor Jane Clarke is elected Chair of the Council for 2026/2027 and duly signed the Acceptance of Office.

26001 Election of the Vice Chair 2026/2027

Resolved – that Councillor Tom Griffiths is elected Vice Chair of the Council for 2026/2027.

26002. Apologies for absence

None

26003. Declarations of Interest and to consider any written applications for dispensations.

None

26004. Public Participation

Cllr D Thomas reported that anti-social behaviour at Cadbury Square has been reported to the police, the housing association, and North Somerset Council.

Bristol Airport has submitted a planning application that includes landing lights on Felton Common.

Tessa Munt attended the opening of a new YACWAG reserve beside the River Yeo.

Full Council meets tomorrow, when the WECA consultation will go to a vote, alongside a decision on the lease for the Tropicana.

Cllr Thomas has invited the BSIP team to speak to the Parish Council about the Smallway junction changes. In addition, revised plans have been submitted for the proposed development of 25 houses by the bridge.

26005. Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 13th April 2026 were approved and signed as a true record.

26006 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting.

The insurance policies for the Parish Council and the Millennium Green have been combined and, despite the addition of extra cyber cover and increased insured values, the premium is lower than last year. It was resolved that the premium would be paid in a single lump sum, as payment by direct debit incurred additional costs. It was also agreed that the grass cutting contract, which is managed separately from the Parish Council, would continue to be monitored.

20.05 Cllr T Daw joined the meeting

26007 Clerks Report

Both planters on one side of the cross have been destroyed again. The Clerk to investigate ways of protecting the cross with Historic England

As there is no CCTV the police could not do anything regarding the youths trying to get into the public toilets.

Work started on the Millennium Green Bridge on Monday 20th April 2026.

New emails sign on, if you are having problems call or drop into the Parish Office.

DCK Accounting have changed their visit from Monday 11th May to Monday 18th May.

Up to three representatives are invited to attend our next Town & Parish Workshop, which is being held at the Town Hall on Wednesday 10 June from 10.00 am until around 12.30pm.

26008. 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 – Cllrs Griffiths, Cove, Hill, Razzell, Ballard, Clarke and Whiteman.

Finance Committee – Cllrs Burd, Hill, Cove, Razzell, Barbour and Ballard.

Staffing and Administrative Committee – Clarke, Cove, Griffiths, Harris and Burd.

Resolved: That the above members are appointed to the relevant Committees

26009. Appointment to outside bodies and group

Cadbury Hill Joint Management Committee – Cllr Burd and Razzell.

Congresbury Community Library - Cllr Clarke

King George V Playing Fields Trustees – Cllr Burd

Hannah Marshman Trust - Cllrs Griffiths, Harris and Whiteman.

Congresbury Youth Partnership – Cllr Daw.

Strawberry Line Management Committee- Cllr Griffiths.

Bristol Airport Consultative Committee – Cllr Ballard.

Parish Council Airport Association – Cllr Ballard.

Congresbury Allotments Association – Cllr Clarke.

Resolved: That the above members are appointed to the relevant Trusts and external organisations. The Council thanked Cllr K Hill for his service on the Hannah Marshman Trust.

26010 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

Resolved: That the above memberships would be renewed.

26011 To review and adopt:

a) Standing Orders

Resolved: That the Standing Orders has been reviewed, by the Parish Council and was adopted.

b) Financial Regulations

Resolved: That the financial Regulations has been reviewed, by the Parish Council and was adopted.

26012 To discuss recently submitted documentation for planning application 23/P/2304/FUL.

The application was discussed, and it was agreed that Councillors would email their comments to the Clerk, who will incorporate them into one document to be formalised at next week's planning meeting.

26013 Members to note 2025/2026 Cil end of year report

The end of year CIL report was reviewed and agreed by all Councillors.

26014. Meeting dates

Members agreed on the schedule of meeting dates for 2026/2027.

26015. Members to review the fixed asset register.

Members reviewed the fixed asset register and agreed to accept the 2025/26 register as accurate.

26016 To authorise payment schedule for May 2026

Resolved: To authorise payments for May 2026.

26017 For members to note the finances for month 12 (March 2026) Clerk and Chair/Vice Chair to sign and initial pages.

Direct debits, credit card and bank transfer payments as detailed totalling £27090.50 (March 2026)

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

26018 To consider Bristol Airport Planning Application – 26/P/0686/OU2

The application was discussed, and it was agreed that Councillors would email their comments to the Clerk, who will incorporate them into one document to be formalised at next week's planning meeting.

20.25 *Cllr D Thomas left the meeting*

- 26019 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.
- 26020 To consider quotations for gas/electricity contracts due for renewal in July/August 2026**
Resolved – It was agreed to proceed with British Gas Lite on a 24-month contract for both gas and electricity. The resolution was correctly proposed and seconded (unanimous).
- 26021 To consider allowing the purchase of a cremation plot by a family who do not reside in Congresbury.**
Resolved – To allow the request to purchase a cremation plot. The resolution was correctly proposed and seconded (unanimous).
- 25022. Date of the next meeting**
The date of the next meeting 15th June 2026 at 7.30pm.

Meeting ended 8.40pm

Signed:Date.....