



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 Full Council meeting of **Congresbury Parish Council**, held at the
Old School Rooms, Congresbury on **Monday 15th June 2026 at 7.30pm**

Present: Councillors Hill, Razzell, Ballard, Whiteman Harris, Barbour, Griffiths, Burd and Clarke
In attendance: Nicky Andrews (Clerk) and Cllr Dan Thomas (NS Councillor).

Eight Members of the public present:

26023 Public Participation

A resident of Southlands Way raised concerns regarding the condition of the footpaths and the area surrounding the bus stop. The resident also expressed the view that the Clerk was unaware of matters taking place within the village.

An allotment holder raised concerns regarding the grass-cutting contract and asked whether the associated invoices were being paid.

The Secretary of the Allotment Association welcomed the Council's consideration of parking restrictions at Riverside Car Park and noted that, in addition to Kent Road, Wrington Lane is also being used as a rat run. The Secretary also reported that some allotment holders had not undertaken any work on their plots despite it being June.

A resident of Stonewell Lane raised concerns regarding litter and debris left on the Millennium Green and by the river. He also expressed concern about the condition of Gooseham Rhyne ahead of a potentially wet winter. Furthermore, he reported that the recently planted oak tree had been vandalised.

A resident of Smallway complained about the speed of vehicles on Kent Road, particularly on Friday afternoons. He also reported that he regularly observes vehicles driving the wrong way along Smallway.

Cllr Dan Thomas reported that the consultation period for the Bristol Airport expansion proposal ends on 28 June 2026. He also advised that the gully in the Riverside car park has been unblocked. No decision has yet been made regarding the Edenstone Homes development; however, the reserved matters application for Mulberry Road has been approved. A response is awaited from Cllr Mike Bell, who is looking into the traffic issues on Kent Road.

19.44 *Cllr L Burd joined the meeting.*

26024 Apologies for absence

None

26025 Declarations of Interest and to consider any written applications for dispensations.

None

19.50 *Five members of the public left the meeting.*

26026 Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 11th May 2026 were approved and signed as a true record.

26027 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

There was no Millennium Green meeting today because the Annual General Meeting is taking place next Monday 21st June at 7.15pm.

26028 Clerks Report

The van from the DWP has been a success and they are extending their time in our car park until December but they are changing their day from Wednesday afternoons to Monday mornings.

Cllr L Burd has asked to replace the small bin in Broad Street, can I investigate removing the bin from Cadbury Square and resitting it by the Geoffery Peacock Garden on the site of the previous bin. – Clerk to investigate it

Please note the AGM of the Millennium Green is on Monday 22nd June 2026 and not 8th June as previously stated.

I have received a reply from Historic England our request has met their criteria for engagement and we are able to obtain free advice.

A resident has asked could she purchase a third bin for the burial ground. As emptying the bins are charged per bin this would increase the cost of emptying the bins. – Clerk to find out the cost to emptying a third bin and bring it back to the next meeting.

Derek Kemp has completed the end of year accounts for 2025/2026. Please note DCK Accounting Solutions have been sold to BC and A Accounting Solutions. Derek will continue to work for them but may not finalise our year end close down next year.

A quick reminder that Allison Homes are coming tomorrow at 1.30pm to speak to the Council about Mulberry Road.

A resident has written about speeding in Brinsea Road, can I put some poster from Community Speed Watch up on the noticeboards, website and Facebook to see if anyone is interested in forming a Community Speed Watch team.

The flowers have been collected from North Somerset Council, thank you to Jane for collecting them.

Congresbury Youth Partnership are holding an awards evening on Friday 3rd July between 7-9pm any Councillors who would like to attend should inform the Clerk by COP on Thursday 18th June.

26029 Update from Allotment Working Party

Cllr Clarke stated that the working party had not yet met, but she had reviewed the matter herself. She advised that a meeting would be arranged shortly, and an update would be reported at the next Full Council meeting.

- 26030 To review and adopt:**
a) Lone Working Policy
Resolved: That the Lone Working Policy has been reviewed, by the Parish Council and was adopted.
b) Maternity Leave and Pay Policy
Resolved: That the Maternity Leave and Pay Policy has been reviewed, by the Parish Council and was adopted.
c) Paternity Leave and Pay Policy
Resolved: That the Paternity Leave and Pay Policy has been reviewed, by the Parish Council and was adopted.
- 26031 Riverside Car Park – To discuss asking NSC to introduce parking controls to discourage all-day parking.**
The Clerk is to contact North Somerset Council to request the implementation of parking restrictions on the car park between 8:00 am and 6:00 pm, limiting parking to a maximum stay of 3 hours, with no return permitted within 1 hour.
- 26032 To consider request to remove tree adjacent to 39 Stonewell Park Road.**
The Council decided, following advice from the NSC Tree Officer, not to remove the tree. Instead, the Clerk was asked to arrange for a tree surgeon to inspect the tree, with a view to pollarding it, and to obtain an estimate of the associated costs.
- 26033 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.**
It was agreed that the Clerk would contact North Somerset Council to request a meeting to discuss the volume of traffic on Kent Road, particularly on Friday afternoons at around 4.00 pm, and to explore possible measures to address residents' concerns.
- 26034 To consider and comment on Bristol Airport Planning Application - 26/P/0686/OU2.**
The application was discussed, and as only one comment had been received by the Clerk it was agreed that Councillors would email their comments to the Clerk by the end of the week, for her to incorporate them into one document.
- 20.24 Two members of the public left the meeting.*
- 26035 External Auditor BDO LLP – Declaration of Interest.**
None
- 26036 Internal Audit Report following internal auditors visit on 26th May 2026 and to record the independence of the appointed auditor for 2026/2027.**
Members received and noted the AIAR and reports for 2025/26.
Resolved – To formally appoint Bridget Bowen as the Internal Auditor for 2025/28. Councillors considered and recorded the independence of the appointed auditor for 2026/2027. Cllr Griffiths proposed, Cllr Razzell seconded, all Cllrs agreed.
- 26037 Annual Return 2025/2026 – Annual Governance Statement.**
That the accounts statement in section 1 of the 2025-26 Annual Return was considered, approved and agreed by all Councillors then signed by the Chair and Clerk.

- 26038 Annual Return 2025/2026 – Accounting Statements.**
That the accounts statement in section 2 of the 2025-26 Annual Return was pre signed by the RFO and then considered, approved and agreed by all Councillors and signed by the Chair.
- 26039 To authorise payment schedule for June 2026 and power to spend.**
Resolved: To authorise payments for June 2026 and note power to spend
- 26040 Finances**
For members to note the finances for month 1/2 (April/May 2026) Clerk and Chair/Vice Chair to sign and initial pages.
Direct debits, credit card and bank transfer payments as detailed totalling £17211.46 (April 2026) £28485.41 (May 2026)
a. Bank reconciliations
b. Payments & Receipts
c. Expenditure against budget
- 26041 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.
- 26042 Date of next meeting**
The date of the next meeting is Monday 13th July 2026 at 7.30pm
Meeting ended 8.40pm.

Signed:Date.....