



Congresbury Parish Council

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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 13th July 2026 at 7.30pm**

Present: Councillors Hill, Razzell, Ballard, Whiteman Harris, Barbour, Griffiths, Burd and Clarke
In attendance: Catrin Lewis (Administrator).

Four Members of the public present:

26043 Public Participation

A secretary of the allotment association thanked Cllrs Clarke and Harris for their active interest in the allotments. Thanks, were also given to Cllr Burd for surveying the plots and for arranging assistance to move the WI bench into the shed. The WI has offered to fund the installation of a replacement bench at Millennium Green.

She also requested that the Parish Council consider installing a bench on Kent Road Green. This had been discussed following the Millennium Green AGM. It was noted that the previous issues with neighbouring properties had now been resolved and that a seating area would provide a useful facility for residents.

A resident asked whether the Council had considered employing a village orderly, given concerns about the current state of the village. It was suggested that the duties previously undertaken by the village orderly could help address some of these issues.

A resident asked whether the Parish Council was aware that the Congresbury Arms is advertising airport parking.

A resident asked for an update on a question raised over the previous four meetings regarding the allotments, specifically whether contractors were continuing to be paid despite work not being completed. The resident questioned whether the contract should be cancelled and payments stopped until the issues were resolved. Concerns were also raised that overgrown hedges along the lane were now causing access and parking difficulties.

A resident reiterated concerns regarding the condition of pathways in Southland and across Congresbury.

26044 Apologies for absence

None

26045 Declarations of Interest and to consider any written applications for dispensations.

None

26046 Approval of minutes

Resolved – that the minutes of the Full Council held on Monday 15th June 2026 were approved and signed as a true record.

26047 Millennium Green – To review proposed actions following Millennium Green Management Group Meeting

Members were advised that the Environment Agency will no longer be undertaking maintenance of the rhyme and its banks. The Drainage Board visited the site last week and may be taking over responsibility for this work. A letter has been drafted to inform affected landowners of the changes, although it has not yet been sent. An update will be provided at the next meeting. The Environment Agency will continue to keep the outfall clear.

It was noted that access to the paddock may be available via a neighbouring house. Members also noted that the plastic bin, which should have been installed, has not yet been put in place. The Section 106 (S106) funding is to be used for new play equipment.

Members were informed that the oak tree planted to commemorate Ken Hills' long service has been vandalised.

The Environment Agency has agreed to £750 towards the cost of repairing grass damage.

Members also noted that the Environment Agency has replaced the previous wooden fencing with metal fencing.

26048 Clerks Report

A member of the Somerset Finger Post Group has asked would Congresbury Parish Council consider a policy to maintain the finger posts within its boundary. – It was agreed that the Clerk would research the number of finger posts within Congresbury Parish and obtain approximate costs for their repair and ongoing maintenance. Once this information has been gathered, the matter will be placed on a future agenda for further consideration.

The ball court nets have been replaced as agreed.

26049 Update from Allotment Working Party

Cllrs Clarke and Harris visited the allotment site. They have reviewed part of the contractor's agreement, although not the full contract.

The hedge line has numerous items stored against it. The grass-cutting contractor has not yet responded to requests to arrange a meeting.

Members agreed that the full contract should be reviewed before deciding whether there are sufficient grounds to escalate the matter, including the possibility of withholding payment to the contractor.

There are currently applicants from outside Congresbury on the waiting list. At the next meeting, members will consider whether the existing 10% allocation for non-residents should be increased.

Several allotment plots are not being adequately maintained. The Working Party will review these cases and consider amending the tenancy policy to make it clear that where plot holders fail to comply with the rules, the Working Party has the authority to terminate the tenancy.

Members noted that the October 2021 meeting recommended establishing an earmarked reserve for the allotments to fund future capital works, including the replacement of the entrance gate and hedge maintenance. This proposal will be considered at the next Finance Committee meeting.

26050 To discuss residents generous offer of a third bin for the Burial Ground.

Resolved - The Council accepted, with thanks, the kind offer of a third bin for the burial ground. The resolution was correctly proposed and seconded (unanimous).

- 26051 To further discuss tree adjacent to 39 Stonewell Park Road.**
Resolved - Resolved: That the Clerk contact North Somerset Council to enquire whether a Tree Preservation Order (TPO) can be placed on the tree. Should any work be carried out on the tree, they are to be carried out by the Parish Council's appointed tree surgeon, with all associated costs to be met by the resident. The resolution was correctly proposed and seconded (unanimous).
- 26052 To authorise payment schedule for July 2026 and power to spend.**
Resolved: To authorise payments for July 2026 and note power to spend
Payment to Grass Cutting Contractors to be put into dispute and not paid until matter resolved.
- 26053 Finances**
For members to note the finances for month 3 (June 2026) Clerk and Chair/Vice Chair to sign and initial pages.
Direct debits, credit card and bank transfer payments as detailed totalling £35119.69 (June 2026).
a. Bank reconciliations
b. Payments & Receipts
c. Expenditure against budget
- 26054 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.
- 26055 To discuss new play equipment for the Millennium Green**
Resolved - It was agreed to proceed with Sutcliffe Play. The resolution was correctly proposed and seconded (unanimous)
- 26056 Date of next meeting**
The date of the next meeting is Monday 17th August 2026 at 7.30pm
Meeting ended 8.35 pm.

Signed:Date.....