

Chair: Cllr Toby Acton
Clerk: Bonnie Jones | Ware Farm, The Street, High Roding, CM6 1NT |
clerk@highongar-pc.gov.uk | www.highongar-pc.gov.uk

You are hereby summoned to attend
A Meeting of High Ongar Parish Council
To be held on
WEDNESDAY 12th June 2024 – at 7:30pm
at the High Ongar Village Hall

for the purpose of transacting business as shown on the agenda below.

The public and press are welcome to be present. Please note that this meeting may be recorded.



AGENDA

- 2024/25.26 Apologies for Absence**
Members are reminded that s85 of the Local Government Act 1972, states that apologies for absence must be received prior to the meeting.
- 2024/25.27 Other Absences**
- 2024/25.28 Declarations of Interest.**
To declare the existence and nature of any Disclosable Pecuniary, Other Registerable Interest or Non-Registerable Interest relating to items on the agenda.
- 2024/25.29 Minutes of the Previous Meeting**
To agree the Minutes of the Parish Council meeting held on 10th April 2024, and the minutes of the extraordinary meeting of 8th May 2024.
- 2024/25.30 Public Participation Session**
The Chair will invite questions and observations from members of the public present. A maximum time of 15 minutes will be allowed, with 3 minutes per person.
- 2024/25.31 Reports and Members Reports**
a) Chairman's Report – verbal report.
b) Vice Chairman's Report.
c) District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting.
d) Parish Councillors - verbal reports will be received if no written report has been submitted.
- Ward Councillor Report – Paslow Common
- Ward Councillor Report - High Ongar
- Ward Councillor Report- Norton Mandeville
e) Highways Report.
f) High Ongar Village Hall
- 2024/25.32 Clerk's Report**
To receive any reports from the Clerk.
- 2024/25.33 Audit Actions**
Councillors are asked to review the 2022/2023 audit report attached to this agenda, and to agree which recommendations they feel still need to be actioned. To note, we are currently awaiting the 2023/2024 audit report.

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2024/25.34

Play Area site findings

The Clerk has explored the below possible play area locations:

High Ongar Primary School – Have advised that the school is not a suitable location.
The Village Hal – The Charity trustee continues to advise she feels this is not a suitable location. Members are asked to reflect on previous conversations surrounding this location.
Area behind Church – Cllr Bosworth to provide update.
Mulberry House – The Clerk had contacted Mulberry House on two occasions, however, is still awaiting a response.

As time is passing by quickly, Councillors are encouraged to make a final decision on this matter.

2024/25.35

2024 Over 60's Christmas Lunch

Councillors are asked to discuss the over 60's Christmas Lunch. Councillors are asked to consider the planning of the event, invites, and a possible locality fund application. This has been placed on the agenda at the request of Cllr Burton.

2024/25.36

Play in the Park session

The Clerk has received notification from EFDC regarding play in the park, asking if the Parish Council will fund a two hour session in the school holidays. The following three dates are currently still available: Mondays the 29th July, 12th August and the 19th August from 1:30pm-3:30pm. High Ongar Village Hall has advised they would be happy to facilitate this in the village hall grounds. Members are asked to agree if they would like to fund this session.

2024/25.37

Policies and Procedures

The Clerk has reviewed High Ongar Parish Council's Policies and Procedures that were last looked at when the previous Clerk was in post. The current policies and procedures are out of date and some have not been adopted at all. The Clerk has updated the below policies a procedures in the line with the NALC. Councillors are asked to review and adopt the below policies, all of which will be published on the website.

Complaints procedure
Financial Regulations
Freedom of Information
Health & Safety
Recording of Council Meetings
Standing Orders
Virement Policy
Disciplinary Procedure
Grievance Policy
Financial Risk assessment
Scheme of delegation
Staff and Member training Policy

The Clerk suggests reviewing all policies and procedures annually.

2024/25.38

Plans East

To note, The Clerk spoke at Plans East regarding the application for 7 proposed dwellings at Mill Lane. Whilst the application was passed, EFDC agreed at the suggestion of the Parish Council that S106 moneys should be put towards further car parking facilities in this area.

2024/25.39

20's Plenty

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The Clerk has been investigating the possibility of a implementing an advisory 20mph speed along The Street.

The Essex County Council speed management strategy states:

A “20’s Plenty” scheme is an advisory scheme for 20mph outside the entrance to a school or college and within an existing 30mph speed limit. The limit and signing are advisory and cannot be enforced by the Police. Currently there are no such schemes within Essex. However, in order to judge whether or not these advisory limits are successful it has been agreed by the Cabinet Member for Highways and Transportation to trial four sites. The criteria for site selection is:

- *that the length of road must be in a 30mph limit*
- *the length under consideration must be on a PR2 or local road (advisory limits are not appropriate for the PR1 network)*
- *drivers must be able to identify the school/college entrance to understand the need to slow down.*
- *no school crossing patrol is situated at the location.*

If members wish to move forward and feel the above statement is appropriate, then the below motion is suggested:

Motion

High Ongar Parish Council:

Supports the 20’s Plenty for Essex Campaign. High Ongar Parish Council calls on Cllr Jaymey McIvor to implement 20mph in The Street, High Ongar; and will write to Essex County Council to request 20mph speed limits on the streets throughout High Ongar, where people live, work, learn and play.

2024/25.40 Website re-design

The Clerk has been in contact with Skilled Tech Ltd, who host High Ongar Parsh Council’s website and provide IT support. Skilled Tech have advised that the current WordPress layout is outdated and suggests that it is updated and redesigned. This will significantly help the Clerk in updating the website. Councillors are asked to agree if they happy to re-design the website. The Clerk hopes to have an estimated cost for this in time for the meeting.

2024/25.41 Planning applications for consideration

To consider the below planning applications.

Reference	Address	Description	Details
EPF/2055/23	3 Spurriers Farm Barns, Chelmsford Road, High Ongar, Ongar, CM4 0LQ	The proposal involves the replacement of an existing outbuilding, single storey extensions to the north and east of the existing property Planning Application: EPF/2055/23 (site.com)	Consultation Deadline: 14 th June
EPF/1031/24	11, King Street, High Ongar, Ongar, CM5 9NS	Part-single, part two-storey side and rear extension with front porch Planning Application: EPF/1031/24 (site.com)	Consultation Deadline: 13 th June

2024/25.42 Planning applications responded to by way of Clerks delegated powers

Reference	Address	Description
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EPF/0630/24	Morgans Farm, Chelmsford Road, High Ongar, Ongar, CM4 0LQ	Change of Use to a Class E(i) Office, with associated external alterations; and Erection of a Class E(i) Office Building. Link: Planning Application: EPF/0630/24 (site.com)
No comment.		
EPF/0598/23	Paslows Field, King Street, High Ongar, Ongar, CM5 9NP	Conversion of a stable building to a dwelling house. Link: Planning Application: EPF/0598/23 (site.com)
High Ongar Parish Council wish to object to this application as they do not wish to set a president for future developments of stables.		

2024/25.43 Planning Updates

To note the below planning updates:

Reference	Address	Description	Details
EPF/1066/24	Ashlings Farm, Ashlings Farm Cottage, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Application for approval of details reserved by condition 7 'Contamination' on planning permission EPF/1859/19 (Proposed demolition of existing house and garage with election of x 3 no. new chalet style dwellings)	Approval of details reserved by a condition

2024/25.44 Finance

44.1 To note the current status of the accounts.

44.2 Clerk to provide bank reconciliation, to be reviewed and signed by the Chairman.

44.3 To agree the following payments:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	Clerk Salary - May	PAID	£476.05
TBS Hygiene Ltd	Dog waste collection - May	Online	£36.60
Skilled Tech Ltd	Remote maintenance and monitoring + Microsoft 365	Online	£80.00
High Ongar Primary School	Community Activation Fund donation – School Cycling Programme	Online	£250.00

2024/25.45 Outstanding Matters

Clerk Monthly Salary – It is suggested that the Clerks Salary is authorised when the monthly payments are made. This can be scheduled for the last working day of the month.

2024/25.46 Date of the next meeting

To note the date of the next meeting will be held on Wednesday 10th July.

2024/25.47 Exclusion of the public and the press

In the event that an agenda item needs to be discussed confidentially, councillors will be asked to consider the following motion to be proposed by the Chairman: "That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. However, an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance.