



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

---

High Ongar Parish Council Meeting  
held on  
Wednesday 21st February 2024 - at 7.30pm  
at the High Ongar Village Hall

---

**Minutes**

**Present:** Cllr Toby Acton (Chairman), Cllr John Catlin, Cllr John Tory, Cllr Simon Bosworth, Cllr Chris Funnell, Cllr Gordon Arthur, Cllr Claudio Gallicchio and \*Cllr Chris Funnell

Bonnie Jones (Clerk)  
Susan Deluca (previous locum Clerk)  
District Councillor Ray Balcombe  
2 members of the public

*\*For part of the meeting*

**2023/24.42 Apologies for Absence**  
Apologies received from Cllr Steve Smith and Cllr Chris Funnell.

**2023/24.43 Other Absences**  
None

**2023/24.44 Declarations of Interest.**  
None

**2023/24.45 Minutes of the Previous Meeting**  
It was unanimously resolved that the minutes of the Parish Council meeting held on the 10th January 2024 were a true record and were signed accordingly.

**2023/24.46 Public Participation Session**  
One member of the public raised her concerns surrounding the issue of speeding in the Village. Various possible solutions were discussed, however District Councillor Ray Balcombe suggested the possible re-introduction of the Community Speed Watch. He advised that a possible joint training session between High Ongar and Fifield could be explored. The Clerk confirmed that Community Speed Watch and possible Local Highways Application would be included in the March Agenda.

A second member of the public advised that the footpath between the Foresters and the Bungalow is currently being blocked by vehicles. This is being caused due to the Foresters fence being removed which is leading to cars parking directly on the footpath. The Chairman confirmed he would take a look at this and report to back to the Clerk.

**2023/24.47 Reports and Members Reports**  
a) Chairman's Report – The Chairman advised that he recently met with Chris Davey from Ride London Essex. Chris advised that various funding was available. The Chairman advised this funding could possible be used to hold a community event in the village. Councillors discussed and agreed that they would like to apply for this funding.  
b) Vice Chairman's Report - None  
c) District & County Councillors Reports – District Councillor Ray Balcombe advised that since the last meeting the Mediterranean Restaurant has had 3 inspections. The Chairman advised that since the

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

---

restaurant has been contacted on various occasions to make provision for wheelchair access, which they have not put in place. The Clerk confirmed she would provide the chairman with a contact who can help with this.

d) Parish Councillors - verbal reports will be received if no written report has been submitted.

- Ward Councillor Report – Paslow Common - None

- Ward Councillor Report - High Ongar –Cllr Arthur advised that there had recently been 2 Fly Tipping incidents in the Village, both of which were reported and have now subsequently been removed. He also advised that small electrical items had not been collected with the weekly waste collection. He pointed out that detailed instructions on how to dispose of small electrical items were provided to residents, however, were not collected. Cllr Arthur lastly advised that a resident had discussed the slow broadband speed with him. This matter was discussed by Councillors. The Clerk confirmed that she would look into this matter.

- Ward Councillor Report- Norton Mandeville – Cllr Bosworth raised his concerns over the large potholes along Norton Lane, which is becoming an increased danger to drivers. The Clerk advised she had received an email from a resident who also raised the same concerns. The Clerk confirmed that she had passed this information onto Essex County Councillor Jaymey McIvor who she is hoping will be able to help escalate this issue with Highways. Cllr Bosworth also advised that all spare defibrillator pads will go out of date in June. Councillors agreed that only 1 spare set of pads would need to be purchased.

e) Highways Report. – Cllr Arthur questioned if any update had been received in regard to the overgrown hedge along Mill Lane, that was reported last month. The Clerk advise no update had been received and suggested possible seeking a local contractor to carry out the work needed. Cllr Bosworth confirmed that he had a local contractor in mind. He advised he would source a quote for the works needs and send this information onto the Clerk.

f) High Ongar Village Hall – Cllr Funnell noted that the Village Hall heating is causing some issues.

#### **2023/24.48 Clerk's Report**

The Clerks provided a verbal report which included the following matters:

- The clerk confirmed that she now has access to the online banking system, and will be instructing all future payments.
- The Clerk confirmed that the CCLA forms have now been sent off.
- The Clerk advised that Ongar town council's Clerk; Mike Letch, had unfortunately passed away. The Clerk has expressed our sadness and given our condolences to his family as a neighbouring Parish Council.
- The Clerk confirmed that Councilor elections will take place on 2<sup>nd</sup> May, and provided details on this matter. The Annual meeting and the first meeting of the Parish will be held on Wednesday 8<sup>th</sup> May.

#### **2023/24.49 Funding for play equipment**

The Parish Council has accepted the shared prosperity funding in principle. An estimated costing of yearly play area maintenance was tabled at the meeting provided to all Councillors. Councillors agreed they wish to move forward with the play area funding, however felt it was necessary to ask neighbouring houses to voice any possible concerns. The Clerk confirmed she would draft a short letter where residents are invited to provide any feedback or concerns surrounding the possible new play area. Cllr Acton confirmed he would drop the letters to all houses along Millfield and place the letter on the notice boards.

#### **2023/24.50 Gamers Land update**

The Clerk provide an update on her findings in regard to possibly registering the Gamers land. Councillors agreed that they still wish to look into registering the Gamers Land. The Clerk confirmed she would source an estimated quote from a second Solicitor.

#### **2023/24.51 Planning applications for consideration**

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

Councillors considered the following planning applications:

Reference	Address	Description	Update
APP/J1535/C/23/333 4233	Land at Paslow Common Farm, Nine Ashes Road, High Ongar, Ongar, Ingatestone, CM4 0JY	Without planning permission the material change of use of the land for storage	Deadline for comments : 8 <sup>th</sup> March.
It is our understanding that this has only ever been used for agricultural purposes, and the use has intensified for other purposed over the last year.			
APP/J1535/W/23/33 34489	167, Nine Ashes Road, Ingatestone, Ingatestone, CM4 0JY	Construction of a two bedroom detached dwelling	Deadline for comments : 19 <sup>th</sup> March.
No comment.			

#### 2023/24.51 Planning applications responded to by way of Clerks delegated powers

Reference	Address	Description
EPF/2062/23	Ashlings Farm Cottage, Ashlings Farm, High Ongar, Ingatestone, CM4 0JU	Variation to condition 2 'plan no's' on planning permission EPF/1859/19 (Proposed demolition of existing house and garage with erection of x 3 no. new chalet style dwellings)
No Comment.		
EPF/2177/23	11 Paslow Hall Cottages, King Street, High Ongar, Ongar, CM5 9NP	Proposed new access and parking area
No Comment.		
EPF/2707/23	Green Pastures, 227 Nine Ashes Road, High Ongar, Ongar, CM4 0JZ	Demolition of existing Semi-Detached Dwelling and Garage and Construction of Replacement Detached Chalet Bungalow.
The Parish Council registered their objection on the following grounds: The proposed building will have an impact on the Green Belt together with its design not being in keeping with other dwellings within the area. The proposed dwelling, because of its mass and bulk is significantly largely than that which is existing The proposed building works are not appropriate for a semi detached bungalow within this current street scene, and is detrimental to the adjacent residents. Bungalows within Epping Forest are of a limited nature and should be kept for those who have a dedicated need for this type of accommodation The Parish Council would wish to speak at a Plans East Committee if this application is placed on the Agenda.		

#### 2023/24.52 Planning Updates

Councillors noted the planning updates included in the spreadsheet attached to the agenda.

#### 2023/24.53 Finance

**53.1** Councillors noted the current bank balance as of the 31st January was £,50,895.33, and a bank reconciliation  
was tabled at the meeting.

**53.2** The following payments were agreed:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	Clerks salary (January)	PAID	£476.05
Heath Computers	Microsoft 365 and subscriptions (INV4903)	Online	£80.00

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

Office Boss	Defibrillator training	Online	£250.00
High Ongar Village Hall	Defib event – Hall Hire	Online	£42.50
TBS Hygiene	Dog waste collection January	Online	£29.28
TBS Hygiene	Dog waste collection February	Online	£29.28

### 53.3 The below income was noted.

Payee	Description	Method	£ (inc VAT)
Pinney Talfourd Solicitors	Overpayment refund	Income	£475.20

#### 2023/24.54 Outstanding Matters

- Defibrillator training event – The Defibrillator training event will take place on 28<sup>th</sup> of February.
- Village hall funding. – The Clerk is currently looking into Acer funding.

#### 2023/24.55 Date of next meeting

Councillors noted the next meeting will be held on Wednesday the 13<sup>th</sup> March. Apologies received from Cllr Acton and Cllr Catlin.

#### 2023/24.56 Exclusion of the public and the press

The Chairman proposed 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. This was unanimously agreed and the public and press were excluded from the meeting.

**Meeting end: 21:05**