

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 8th January 2025 – 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.



Date: 3rd January 2025

AGENDA

2024/25.123 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.

2024/25.124 Other Absences

2024/25.125 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.

2024/25.126 Minutes of the Previous Meeting

To agree the Minutes of the Parish Council meeting held on 13th November 2024.

2024/25.127 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.

2024/25.128 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
- g) Police Reports

2024/25.129 Clerk's Report

To receive any reports from the Clerk.

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2024/25.130 Millfield Parking Restrictions

On 17th December the Parish Clerk was contacted by a local resident of Millfield regarding a consultation being conducted by EFDC on the proposed installation of jockey rails and parking improvements in Millfield. The Consultation asked residents for feedback on the below two possibilities:

1. Installation of Jockey Rails along the grass verges to prevent off street parking, thus protecting the verges from further damage and ensuring they remain accessible to all residents.
2. The possible introduction of a new parking permit scheme (via NEPP) which would impose fines on vehicles that park incorrectly or cross land without permission.

The deadline for residents to respond to this consultation was 6th December 2024.

Councillors are asked to note that the Parish Council was not advised of, or made aware of this consultation, however EFDC Councillor Mary Dadd is now involved with both EFDC and local residents and has asked EFDC to hold off on making any decision until she has spoken with her colleagues, the Parish Council and local residents. At Councillor Dadd's request the Clerk has already emailed Councillors the full email thread relating to this matter. Councillors are now asked to consider if they wish to make any comment. Councillors are reminded that this is not Parish Council owned land, and have not been directly consulted.

2024/25.131 Street Lighting Inspections

The Parish Council owns 19 street lights in the Parish. As these are assets of the Parish Council there is an obligation to ensure both their structural and electrical integrity. This is normally completed by various inspections that take place between 1-5 years. The Clerk has been unable to establish the last time these checks were completed, and as such has contacted the only company whom she is aware of who complete this testing. Attached to the agenda is a copy of the quote. Councillors are asked to agree this quote, the cost of which has been provisionally included in next years budget.

2024/25.132 2025/2026 Budget and Precept

The Council is asked to consider the 2025/2026 budget, making any changes they feel are necessary, and agree the precept request for 2025/2026. Attached to the agenda is the draft budget spreadsheet for consideration. Specific attention should be paid to the yellow tabs for an overall summary, or the blue tabs for specific items. The District Council must be notified on this Council's precept request by 31st January 2025. Councillors are asked to contact the Clerk prior to the meeting if they have any questions about the spreadsheet. The Clerk will be able to update the spreadsheet at the meeting, however prior notification of any proposed changes would be extremely helpful.

Councillors are also asked to consider the current and expected level of earmarked reserves and general reserves, details of which will be tabled at the meeting.

2024/25.133 2025/2026 Internal Auditor

Unfortunately, Val Evans has advised that she will no longer be continuing as an Independent Local Council Internal Auditor with immediate effect. This Council will therefore need to appoint another internal auditor for 2025/2026. The Clerk will provide an update at the meeting.

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2024/25.134 Skilled Tech Ltd Price Increase

Skilled Tech Ltd have advised that they will be increasing the majority of their services by 5% from 1st January 2025. This would not apply to Office 365 subs. Councillors are asked if they are happy to continue with Skilled Tech Ltd.

2024/25.135 RCCE Membership

Councillors are asked if they wish to become members of the RCCE. The Clerk to provide further details at the meeting.

2024/25.136 Paslow Common hedge cut

The Clerk has been contacted by a resident to ask if this Council will consider cutting back the vegetation growing from Paslow Common onto the highway (adjacent to the old allotment site). As this Parish Council own Paslow common Councillors are asked to consider this matter. The Clerk has included a provisional amount within the expected expenditure for this year. The Clerk hopes to provide a formal quote at the meeting.

2024/25.137 Planning applications for consideration

There were no planning applications to consider at the time this agenda was distributed.

2024/25.138 Planning Applications responded to by way of delegated powers

Reference	Address	Description	Comments
EPF/2330/24	Sparks Farm, Nine Ashes Road, Nine Ashes , CM4 0JZ	Demolition, conversion and extension of existing buildings into a single residential (Class C3) self build dwellinghouse with new ancillary outbuildings comprising new garage and gym, with associated access, gardens, parking, landscaping and infrastructure.	No Comments
EPF/2365/24	11, Millfield, High Ongar, Ongar, CM5 9RJ	Demolition of the existing conservatory and infill and erection of a single storey rear extension.	No comments.
EPF/2503/24	11 Paslow Hall Cottages, King Street, High Ongar, Ongar, CM5 9NP	Proposed two storey side extension, Internal layout alterations.	No comments
EPF/2459/24	Land northeast of Fingrith Hall Lane, Fingrith Hall Lane, Norton Heath, Ingatestone, CM4 0JP	Prior approval for a proposed access road.	No comments.

2024/25.139 Planning Updates

To note the below planning updates:

Reference	Address	Description	Update
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EPF/2263/24	2 Prospect Villas, Norton Heath Road Old A414, High Ongar, Ingatestone, CM4 0LQ	Lawful Development Certificate: Proposed. https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000003QBJ3	Certificate of Lawful Developments. The Parish Council are not able to comment on this application.
ESS/54/24/EPF (ECC Application)	Norton Field Farm, Norton Lane, High Ongar, Ongar, Essex, CM4 0LN	LAWFUL DEVELOPMENT CERTIFICATE - Use of land for the import and storage of construction and demolition waste comprising hardcore and concrete up to a maximum of 3,000 tonnes per annum. Together with the processing and crushing of imported materials and the additional storage of up to 3,000 tonnes (at any one time) of this material/product for export. Stockpiles across the site of no more than 3 metres in height	Granted – ECC found that the site has been within this use in excess of the requisite 10-year period between 2009-2024.

2024/25.40 Finance

140.1 To note the current status of the accounts.

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

140.3 To agree the following payments:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	December Salary	PAID	£499.30
NPower	Street Light Electricity – November	DD PAID	£79.42
Skilled Tech	RMMSupport per Device, Microsoft 365 Business Basic and Microsoft 365 Business Standard (INV-1189)	Online	£86.53
Skilled Tech	RMMSupport per Device, Microsoft 365 Business Basic and Microsoft 365 Business Standard (INV-1242)	Online	£87.13
TBS Hygiene Ltd	Dog waste collection – November (INV6153)	Online	£36.60
TBS Hygiene Ltd	Dog waste collection – December (INV6293)	Online	£29.28
Sharrons Events Catering Company	Christmas Lunch – Catering	Online	£598.80
Bonnie Jones	Reimburse – Stationary	Online	£15.00

2024/25.141 Outstanding Matters

To note any outstanding matters.

2024/25.142 Date of the next meeting

To note, the next meeting will be held on Wednesday 12th February.

2024/25.143 Exclusion of the public and the press



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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.

Item – Land at Nine Ashes Road