

16th July 2023

TO: ALL Members of the High Ongar Parish Council

NOTICE OF MEETING & AGENDA

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 24th JULY 2023 at 7.30 pm** to transact the business shown in the Agenda below.

This meeting will be held in the High Ongar Village Hall.

Susan De Luca

Locum Clerk to the Council

Members of the Public and Press are Invited to attend this meeting

1. APOLOGIES FOR ABSENCE 🙌

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. CONFIRMATION OF MINUTES 🙌

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 19th June as attached at **Appendix 1**.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public for a period determined by the Chairman of the Meeting. **Please NOTE the Clerk may have to note questions and respond to them after the Meeting.**

5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice

6. REPORT OF THE CLERK

Members are asked to **NOTE** that the Locum Clerk has been working on all items within this Agenda. Various Information Items have been received electronically and forwarded on to Councillors, who can ask for further details of these items if so required. Any Councillor wishes further information on any item please do not hesitate to contact the Locum Clerk for further updates.

In particular work has been carried out on the following matters on the following matters:

- Administrative Matters
- Land Ownership Matters in relation to the Village Hall
- Financial & Banking Records
- Ownership of Parish Assets
- Charity Commission
- Village Hall Accounts & Administrative Items

7. REPORTS & MEMBERS REPORTS 🙌

a) Chairman's Report – verbal report

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- 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 – Previously Circulated Electronically

8. FINANCIAL REPORT

To approve the current statement of accounts and list of payments (to be tabled).

9. COUNCIL ASSETS

Councillors are asked to note that a list of known assets will be tabled for their approval. Councillors are asked to provide the Clerk with any information as to possible assets.

10. ACTIONS FROM INTERNAL AUDIT

Following on from the internal audit conducted earlier this year, this Council Agreed a rolling programme of actions should take place at each meeting to address some of the matters raised at Audit. Councillors are therefore asked to **CONSIDER** the following documents, as attached to the agenda and **Appendix 2**:

- Complaints Policy
- Reserves Policy
- Model Publication Scheme
- Financial Risk Assessment

11. HIGH ONGAR VILLAGE HALL

Members are advised that the locum clerk has been in correspondence with

- Ongar Village Hall – Regarding Trustees and Foundation Documents
- EFDC – Regarding Section 106 Agreements
- Had a Meeting with the remaining Trustee
- Electronic Communications with a number of Councillors regarding their communication with the Charity Commission

We now have the following:

- 2 Sets of Accounts
- Details of how to re-set Charity Commission password
- Details of Land Held By Land Registry
- Details of Governing Documents – However Charity Commission Need further information in relation to these documents and the previous Hall

Next Steps Are:

- Clerk to Meet With Trustee to change Password on Charity Commission Account
- To clarify the 21-22 Accounts prior to lodging with the Charity Commission
- To submit the name of the Locum Clerk to the Charity Commission after the Password has been changed as the 'Appropriate Person to be dealing with the Charity'
- For the Appropriate Person to Make the Administrative Changes
- To Set Up a Task & Finish Meeting between the Parish Council and the High Ongar Village Hall

Members are asked to **NOTE** the above actions.

12. PRINCESS DIANA GARDEN 🖐️

At the last meeting Members of the Public attended the meeting and advised Members present of their concern that the Princess Diana Garden had become completely overgrown and was not really visible and useable. Members were **CONCERNED** at this, and stated that they would attend the site and look to see if anything could be done to bring this back into use. The area was where there was a Mulberry House Indicator Sign. Members had **AGREED** that it should be placed on the agenda for the July meeting as it had been previously seen as an asset to the Community.

13. NEW NOTICEBOARD 🖐️

At the last meeting a Member of the Public requested that the council **CONSIDER** placing a new Notice Board close to the High Ongar Village Hall, Members **AGREED** to look to see if a suitable location would be possible, and the locum clerk would also source some quotes for different types of boards.

14. WEBSITE & IT 🖐️

The Website is now in operation and is now being Hosted by the new website managers. The Financial items had been posted on immediately following the last meeting. The date of the next meeting has been posted, and the Agenda has been posted. The minutes of the June Meeting will be posted once they have been agreed of this meeting as being a true record, i.e. no longer in their draft format.

15. PLANNING 🖐️

To consider the following matters in relation to the Planning Applications:

No	Application Number	Location	Proposal
1	EPF EPF/1092/23	208, Nine Ashes Road, High Ongar, Ongar, CM4 0JY	Proposed 4.6m x 3.2m rear extension to property, to form new orangery
To view link: https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001WH7x			
2	EPF/1248/23	Ferrers Farm, Woolmongers Lane, High Ongar, Ongar, CM4 0JX	Proposed conversion of an existing outbuilding into self contained living accommodation ancillary to the main dwelling. The outbuilding has existed on the site since at least December 2005. The outbuilding is currently used for household storage purposes.
To view link: https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001WRtb			
3	EPF/1141/23	Ashlings Farm, Ashlings Farm Cottage, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Variation of condition 2 of EPF/1859/19 (Proposed demolition of existing house and garage with erection of x 3 no. new chalet style dwellings).
To view link: https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001WLex			

16. EXCLUSION OF THE PUBLIC AND THE PRESS 🖐️

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, 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.”

There are currently **NO** confidential items to be considered