



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 2nd July 2025 – at 7:30pm
at 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.


Parish Clerk

Date: 23/06/2025

AGENDA

- 2025/26.24 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.
- 2025/26.25 Other Absences**
- 2025/26.26 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.
- 2025/26.27 Minutes of the Previous Meeting**
To agree the Minutes of the Meeting of Parishioners and the May Parish Council meeting held on 21st May 2025.
- 2025/26.28 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.
- 2025/26.29 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
- 2025/26.30 Clerk's Report**
To receive any reports from the Clerk.

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2025/26.31 Millfield parking update

Councillors involved to provide an update on the above matter.

2025/26.32 Representation on outside bodies, Committees and Delegates Powers

Members are asked to agree this Council's representative on outside bodies, Committees and confirm any delegated powers. The table below details appointments for the previous Year. Councillors are asked to consider the current year's appointments:

Planning / Building	Delegated powers to the Clerk
High Ongar Village Hall	Cllr Funnell
EFDC Branch of Liaison, and EFDC Local Liaison Committee	Chairman and one other Councillor
Police Liaison / Neighbourhood Watch	Cllr Smith
Allotments	Cllr Arthur
Personnel committee	Cllr Smith, Cllr Bosworth, Cllr Funnell
Emergency Planning	Cllr Tory

2025/26.33 Review of effectiveness of Internal Control

Each year the parish Council is required to review the effectiveness of its internal Controls. Councillors are asked to consider this matter. The Clerk will provide an update.

2025/26.34 External Audit AGAR 2024/2025

At the May meeting the relevant processes for Audit were undertaken. Councillors are asked to note that the relevant documents and paperwork have been sent to the External Auditor and published in accordance with the legislation including the exercise of public rights.

2025/26.35 Future community events

At the previous meeting those involved in the VE Day event organisation felt that they would like members to consider possibly budgeting each year to hold a village event. Members of this committee to provide further information. Councillors are asked to consider request.

2025/26.36 Litter Pick

Councillors are asked to continue discussions regarding the possible organising of a 2025 Litter Pick.

2025/26.37 Communication with the public

Concerns via communication with the public have been raised on numerous occasions. Councillors are asked to consider implementing the below means of communication:

- Village WhatsApp Group
- Information leaflet
- New notice board
- Facebook group

The Clerk has drafted an information leaflet which is attached to this agenda.

2025/26.38 Defibrillator batteries

Cllr Simon Bosworth to provide an update. Councillors to consider if any action is required.

2024/25.39 Policies and Procedures

The Clerk has reviewed High Ongar Parish Council's Policies and Procedures that were previously reviewed in 2024. The Clerk feels that changes are only necessary on the Standing Orders as an updated NALC model was released in 2025.

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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

Councillors are asked to review and adopt the above policies and procedures which are attached to this agenda.

2025/26.40 Planning applications responded to by way of Clerks Delegated Powers:

Reference	Address	Description	Comments
EPF/0717/25	Crownlands Cottages, Chelmsford Road, High Ongar, Ongar, CM5 9NN	Replacement outbuilding/garage	No comments.

2025/26.41 Planning applications for consideration

There were planning applications to consider at the time this agenda was distributed.

Reference	Address	Description	Details
EPF/1136/25	Ashlings Farm, Woodstock House, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Single storey rear orangery. Planning Application: EPF/1136/25	Consultation deadline – 8 th July 2025

2025/26.42 Planning Updates

There were no planning updates to note at the time this meeting was distributed.

2025/26.43 Finance

43.1 To note the status of the accounts.

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

43.3 To agree the following payments:

Payee	Description	Method	£ (inc VAT)
Thornwood Grounds Maintenance	Various Grass Cutting (May)	Online	£174.00
Skilled Tech Ltd	Microsoft 365 Subscriptions and Support (June)	Online	£87.13
TBS Hygiene	Dog waste collection (June)	Online	£33.60

2025/26.44 Outstanding Matters

To note any outstanding matters.

2025/26.45 Date of next meeting



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The next meeting of High Ongar Parish Council will take place on Wednesday 10th September 2025 at the High Ongar Village Hall.

2025/26.46

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.

Land Adjacent to 202 Nine Ashes Road, Blackmore