



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

---

## Meeting of High Ongar Parish Council

WEDNESDAY 2nd July 2025 – at 7:30pm  
at the High Ongar Primary School

---

### MINUTES

- Present:** Cllr Acton (Chairman), Cllr Bosworth (Vice Chairman), Cllr Funnell, Cllr Smith, Cllr Gray and Cllr Gallichio
- Bonnie Jones (Clerk)  
District Councillor Mary Dadd
- 2025/26.24 Apologies for Absence**  
Apologies for absence received from Cllr Arthur, Cllr Ryan, Cllr Howlett and Cllr Catlin.
- 2025/26.25 Other Absences**  
None.
- 2025/26.26 Declarations of Interest**  
None.
- 2025/26.27 Minutes of the Previous Meeting**  
It was unanimously resolved that the minutes of the Meeting of Parishioners and the May Parish Council meeting held on 21st May 2025 were a true record and were signed accordingly.
- 2025/26.28 Public Participation Session**  
There were no members of the public in attendance.
- 2025/26.29 Reports and Members Reports**  
a) Chairman's Report – None  
b) Vice Chairman's Report – None  
c) District & County Councillors Reports – District Councillor Mary Dadd provided a verbal report which included the below matters:
- Millfield Parking – Essex Highways advised that the proposal for further parking at Millfield which was put together by residents was not policy compliant. Cllr Dadd is in talks with Highways and believes that there is a resolution to this ongoing issue.
  - Millfield Ransom strip - Cllr Dadd has formally request that the money received for the sale of land is made available specifically for additional parking in Millfield. Cllr Dadd has been advised that these moneys will be used to off set previous debts. She will challenge this.
  - Broken Millfield sign – Cllr Whitbread took this matter up, however it was found the works were not currently deemed as urgent.
  - Speed sign – the Clerk had previously requested support form Cllr Dadd for 2 new speed signs in High Ongar. Cllr Dadd advised that although she supports the Parish Councils efforts of erecting a new speed sign she is unable to provide any written support until evidence of a speeding issue has been shown.
  - New blue bins – Cllr Dadd provided an update on the new recycling bins. If any residents are having issues with this, they are urged to fill in the form on the EFDC website.
- d) Parish Councillors -

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

- 
- Ward Councillor Report – Paslow Common – Cllr Bosworth advised he is in talk with a resident who has requested use of Paslow common for 1 day to park cars.
  - Ward Councillor Report - High Ongar – None
  - Ward Councillor Report- Norton Mandeville – Cllr Bosworth advised that Norton Lane is still in a bad state due to the large potholes.

e) Highways Report – Cllr Acton advised of a broken sign on The Street as you join the A414. The Clerk will report this to Highways.

f) High Ongar Village Hall – Cllr Funnell advised that the last FreeFood4U session will take place this Thursday. The large storage unit is still being housed at the back of the hall however Cllr Funnell has advised that this must be removed. Cllr Funnell also advised of a number of repairs and purchases that have taken place in the Hall including repairs to the shutters and a new fridge. Cllr Funnell was made aware that the shutters the hall do not meet the correct safety regulations and new ones would need to be installed at an estimated cost of £1700. It was requested that the Parish Council provide a grant to the Village Hall in order to get these works completed. This was unanimously agreed by all Councillors.

g) Police Reports – Cllr Smith advised that two cars had been stolen in Millfield over the last few weeks. She urged everyone to use faraday bags.

**2025/26.30**

**Clerk's Report**

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

- The VAT Return for 2024/2025 has been completed and submitted for £1,019.81.
- EFDC Environmental Protection continues to investigate ongoing issues at the Travellers site. A previous clean water leak has been fixed, and the Travellers have undertaken significant clean-up work. Some foul water is still entering a ditch, but further sewage system improvements are in progress across the nine plots.
- 2025/2026 meeting dates have been confirmed and scheduled.
- Cllr Jaymey McIvor has advised that Essex Highways secured funding for VAS/SID inspections and potential repairs. Two faulty signs in High Ongar were reported and a request has been submitted.
- Zurich Insurance has been renewed.
- Two new speed signs: Licence applications submitted and awaiting a response.

**2025/26.31**

**Millfield parking update**

Update provided in District Councillor Mary Dadds report.

**2025/26.32**

**Representation on outside bodies, Committees and Delegates Powers**

Councillors felt that specific representations for outside bodies had not been used in previous years and were no longer needed. Councillors however did agree delegated powers to the Clerk for planning/building matters.

**2025/26.33**

**Review of effectiveness of Internal Control**

The Council has undertaken a review of the effectiveness of its internal control systems, including financial management, governance processes, and risk mitigation measures. Following this assessment, the Council is satisfied that the internal controls currently in place are effective. The controls continue to support the proper use of public funds, ensure transparency and accountability, and safeguard the Council's assets.

**2025/26.34**

**External Audit AGAR 2024/2025**

Councillors noted 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.

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

- 
- 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.
- Those in the committee advised their hopes are to hold one large village event in May each year as well as smaller fundraisers throughout the year. Councillors agreed that they were happy to earmark £1,400 each year to help support the village event in May.
- 2025/26.36 Litter Pick**  
The Clerk advised as to the process of a village litter pick and how it took place. Councillors agreed that they would like to hold a litter pick however would need to see how many volunteers are available before any date is agreed. The Clerk agreed to formulate a poster that will be signposted in various areas in the village requesting volunteers.
- 2025/26.37 Communication with the public**  
Concerns via communication with the public have been raised on numerous occasions. Councillors considered implementing the below means of communication
- Village WhatsApp Group – Councillors did not feel this was the best way to communicate with parishioners.
  - Information leaflet – The Clerk provided a draft information leaflet. Councillors liked the leaflet, however advised the Clerk to make a few changes and additions. This will be rolled over to the September meeting where Councillors can discuss delivery locations.
  - Facebook group – Cllr Gallichio advised he had a Facebook page from the Foresters arms that he was in the process of changing to a High Ongar village group. It was agreed to use this to post various updates if needed. The Clerk will formulate updates and send to Cllr Gallichio to publish.
- 2025/26.38 Defibrillator batteries**  
Cllr Bosworth advised that only 1 bar of battery is remaining of 4/5 of the defibrillators. He will advise the Clerk when replacements need to be purchased.
- 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. The policies in question were:  
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 reviewed and agreed to adopt the above policies and procedures, all of which will be published on the website.
- 2025/26.40 Planning applications responded to by way of Clerks Delegated Powers:**

Reference	Address	Description	Comments
-----------	---------	-------------	----------

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

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

#### 2025/26.41 Planning applications for consideration

The below planning applications were considered:

Reference	Address	Description	Details
EPF/1136/25	Ashlings Farm, Woodstock House, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Single storey rear orangery. <a href="#">Planning Application: EPF/1136/25</a>	Consultation deadline – 8 <sup>th</sup> July 2025
No comments.			

#### 2025/26.42 Planning Updates

There were no planning updates.

#### 2025/26.43 Finance

**43.1** Councillors noted the bank balance as of 30<sup>th</sup> June 2025 was £57,391.69.

**43.2** The Clerk advised that a bank reconciliation would be provided as two errors were found meaning the bank balance and the online system did not match. The differences were £50 which was overspent in error on the EALC affiliation fees invoice. EALC have issued a refund for this. The Second error was £23.25 which was overspent on the Clerks May Salary. The Clerk has now returned this difference. All payment will be shown and reconciled in the September bank reconciliation.

**43.3** The below payments were agreed:

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
Skilled Tech Ltd	Microsoft 365 Subscriptions and Support (July)	Online	£93.66
TBS Hygiene	Dog waste collection (June)	Online	£33.60
Zurich Insurance	2025/2026 Parish Insurance	Online	£300.00
HMRC	Employers National Insurance	Online	£12.34
Bonnie Jones	Clerks Salary (June)	PAID	£499.30

#### 2025/26.44 Outstanding Matters

None.

#### 2025/26.45 Date of next meeting

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

#### 2025/26.46 Exclusion of the public and the press

Land Adjacent to 202 Nine Ashes Road, Blackmore: No update

Meeting end: 21:46