

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
The Annual Meeting of High Ongar Parish Council

To be held on
WEDNESDAY 8th May 2024 – 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.



Parish Clerk

AGENDA

- 2024/25.1 Election of Chairman**
To PROPOSE and SECOND nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon. The Declaration of Acceptance of Office will be signed following the election.
- 2024/25.2 Election of Vice Chairman**
To PROPOSE and SECOND nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.
- 2024/25.3 Declaration of Acceptance of Office**
Following the uncontested election councillors are required to sign their declaration of acceptance of office. By signing, councillors understand they are agreeing to abide by the adopted code of conduct.
- 2024/25.4 Co-option of Councillor**
Members are advised that as the result of the recent elections were uncontested, there is not a legal requirement to erect any councillor vacancy notices. There is currently one vacancy for Norton Mandeville ward, and two for Paslow common ward, and the Council is able to fill these by co-option. Councillors are asked to CONSIDER any candidates for co-option.
- 2024/25.5 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.
- 2024/25.6 Other Absences**
- 2024/25.7 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.
- 2024/25.8 Minutes of the Previous Meeting**
To agree the Minutes of the Parish Council meeting held on 10th April 2024, and the minutes of the Extraordinary meeting of 30th April 2024.
- 2024/25.9 Public Participation Session**

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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.

2024/25.10 Representation on outside bodies, Committees and Delegates Powers

Members are asked to agree this Council's representatives 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

2024/25.11 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

2024/25.12 Clerk's Report

To receive any reports from the Clerk.

2024/25.13 Internal Audit

Councillors are asked to consider approaching Val Evans to be this Council's Auditor for 2024/2025. This would come at a cost of between £150-£200. To note the internal Audit of 2023/2024 has been conducted by A. Jones for no cost, however going forward this will not take place.

2024/25.14 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.

2024/25.15 External Audit

Each year the Parish Council is required to submit to an External Audit by an externally appointed Auditor. For 2023/2024, and for the next 5 years, this will be PKFLittlejohn, and the Audit is known as the Limited Assurance Review. An Annual Governance and Accountability Return (AGAR) needs to be completed and approved by Council. The limited assurance review was created to provide reassurance and transparency to local residents. For the 2023/2024 financial year, this Council is eligible to classify itself as Exempt from the review as it meets the following criteria set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015:

- total gross income and total gross expenditure below £25k; and
- no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor for the 2022/23 year; and
- the relevant financial year is not one of the first three years of the authority's existence.

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Whilst the Council is exempt from review, it must still allow for the relevant period of public rights. Councillors are asked to consider and agree by way of resolution the eligibility for exemption and completion and signing of the AGAR in the following order:

- Section 1 – Annual Governance Statement
- Section 2 – Accounting Statement
- Certificate of exemption

2024/25.16 Village Hall grant for new outside furniture

At the previous meeting Cllr Funnell advised that the village hall had to dispose of some outside furniture for health and safety reasons. He has requested that the Council provide funding for this. Council have set aside an Earmark reserve for possible future grants for the Village Hall. Council is asked to consider this request. Cllr Funnell is asked to provide costings for this.

2024/25.17 Planning applications for consideration

To consider the below planning applications.

Reference	Address	Description	Details
EPF/0630/24	Morgans Farm, Chelmsford Road, High Ongar, Ongar, CM4 0LQ	Change of Use to a Class E(i) Office, with associated external alterations; and Erection of a Class E(i) Office Building. Link: Planning Application: EPF/0630/24 (site.com)	Consultation deadline: 10/5/2024
EPF/0598/23	Paslows Field, King Street, High Ongar, Ongar, CM5 9NP	Conversion of a stable building to a dwelling house. Link: Planning Application: EPF/0598/23 (site.com)	Consultation deadline: 09/5/2024
AP-13340	Norton Field Farm, Norton Lane, High Ongar, Ongar, CM4 0LN	Removal of condition 10 to allow touring caravans, huts, tents, yurts and similar structures to be permitted and used on the site for 12 months of the year. (Change of use of agricultural land to camping and touring caravan site, erection of toilet and shower block building, construct passing place along existing track and implement landscape planting). Link: Appeal: AP-13340 (site.com)	Parish Council made no comment.
EPF/0789/24	Nash Hall, The Street, High Ongar, Ongar, CM5 9NL	Certificate of Lawful Development for proposed construction of extension to existing commercial building - B8 use.	Permitted development. Parish Council is not able to make a comment.

2024/25.18 Planning applications responded to by way of Clerks delegated powers

Reference	Address	Description
EPF/0730/24	Sunnydene, King Street, High Ongar, Ongar, CM5 9NS	1.5 storey side extension, with front facing pitch roof dormer and extension to rear facing flat roof dormer
No comment.		
EPF/0760/24	High Ongar Cp School, The Street, High Ongar, Ongar, CM5 9NB	Demolition and replacement of existing poor condition demountable nursery building.
No comment.		

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2024/25.19 Planning Updates

There were no planning updates at the time this agenda was distributed.

2024/25.20 Finance

- 20.1** To note the current status of the accounts.
- 20.2** To note the receipt of the 2024/2025 precept.
- 20.3** To agree the following payments:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	April Clerks Salary	PAID	£476.05
Bonnie Jones	ERO – Digital Camera Fee	Online	£14.00
MD Landscapes Ltd	Grass Cutting – Various Areas	Online	£292.80
TBS Hygiene Ltd	April – Dog waste bin collection	Online	£29.28
Bonnie Jones	Overtime 9.5 hours (£130.44) + Mileage on 25/4 (ERO) and 16/4 (leaflet deliveries) at £0.45p/mile (£23.40)	Online	£153.84
North Weald Parish Council	Printing of Consultation letter, and paperwork for extraordinary meeting	Online	£78.04

2024/25.21 Review of policies and procedures

The Parish Council is asked to conduct a formal review of its policies and procedures as follows:

- Standing Orders
- Financial Regulations
- Financial Risk Assessment

2024/25.22 Outstanding Matters

2024/25.23 Date of meetings for 2024/2025 Municipal year

To note the dates of the meetings for this current year:

- Wednesday 12th June.
- Wednesday 10th July
- Wednesday 11th September
- Wednesday 9th October
- Wednesday 13th November
- Wednesday 11th December
- Wednesday 8th January 2025
- Wednesday 12th February 2025
- Wednesday 12th March 2025
- Wednesday 9th April 2025

2024/25.24 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.