



Chair: Cllr Toby Acton
Clerk: Bonnie Jones | Ware Farm, The Street, High Roding, CM6 1NT |
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Annual Meeting of High Ongar Parish Council

WEDNESDAY 21st May 2025 – at 7:30pm
at the High Ongar Primary School

MINUTES

Present: Cllr Acton (Chairman), Cllr Bosworth (Vice Chairman), Cllr Funnell, Cllr Catlin, Cllr Smith, *Cllr Howlett, Cllr Arthur, *Cllr Ryan and Cllr Gray

Bonnie Jones (Clerk)

*6 members of the public

*District Councillor Mary Dadd

**For part of the meeting*

2025/26.1 Election of Chairman

Cllr Arthur Proposed and Cllr Bosworth Seconded Cllr Acton as Chairman. There being no other nominations, Cllr Acton was duly elected by unanimous vote.

2025/26.2 Election of Vice Chairman

It was unanimously agreed that Cllr Bosworth would continue his position as Vice Chairman.

2025/26.3 Apologies for Absence

Apologies received and accepted from Cllr Gallichio.

2025/26.4 Other Absences

None.

2025/26.5 Co-option of Councillor

Cllr Gray was co-opted as Councillor for High Ongar Parish Council by way of unanimous vote. Councillors agreed that Cllr Gray would represent Paslow Common Ward. It was noted that all councillor vacancies have now been filled.

2025/26.6 Declarations of Interest

None.

2025/26.7 Minutes of the Previous Meeting

It was unanimously resolved that the minutes of the meeting held on 9th April 2025 were a true record and were signed accordingly.

2025/26.8 Millfield parking update

As members of the public present wished to discuss matters relating to Millfield parking it was agreed to move this agenda item forward.

One member of the public advised that the Millfield sign had been broken. The Clerk advised she was previously made aware of this and had already reported this to Essex Highways.

District Councillor Mary Dadd advised she has had several meetings with local residents, and it has been agreed that residents of Millfield will make proposed suggestions to EFDC regarding changes to improve Millfield parking. Cllr Smith is currently in the process of putting together a Millfield residents association. The formal committee is expected to be formed in the coming weeks.

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Cllr Dadd further advised that the strip of land behind Millfield is being considered for development. If this does happen Cllr Dadd confirmed she would request that the S106 moneys from the development be given to High Ongar to alleviate parking issues.

Cllr Dadd requested that she provide some information on a workshop she has organised for Wednesday 28th May at Budworth Hall. Childline and Fraud Officers will be in attendance and will be providing young people and families with tools and advice on how to prevent being targeted. She provided all in attendance with leaflets for the event, and the Clerk confirmed that these will be placed on the notice board.

2025/26.9 Public Participation Session
None.

2025/26.10 Reports and Members Reports
a) Chairman's Report - None

b) Vice Chairman's Report – Cllr Bosworth gave his thanks to Cllr Acton and the Clerk for their efforts over the last year. He feels the current council has lots of enthusiasm.

c) District Councillor Reports – Cllr Dadd gave her apologies for not being able to attend the High Ongar VE Day celebrations. She confirmed she has enjoyed High Ongar meetings and praised the pro-active nature of the Council. Cllr Dadd highlighted her enthusiasm for planning in the area and protecting the natural environment.

d) Parish Councillors:

- Ward Councillor Report – Paslow Common – None

- Ward Councillor Report - High Ongar – Cllr Arthur advised of once incident of fly tipping at the end of Mill Lane. This has now been removed.

Cllr Catlin raised his concerns on vehicles continuing to use the dirt track next to Southgate House as a cut through to the A414. He questioned why the sign showing no access has still not been repaired. The Clerk confirmed she has reported this on a number of occasions to Essex Highways. Cllr Dadd suggested contacting High Ongar's County Councillor to help escalate the issue.

- Ward Councillor Report- Norton Mandeville – Cllr Bosworth advised that some of the deep potholes along Norton lane have been filled, however have sunk again.

Cllr Smith advised that the dirty water from the travellers site is still running into the ditch and causing a foul smell. It was also confirmed that large amounts of rubbish was still being burnt at Woolmongers Lane. The Clerk confirmed she would contact EFDC to advise them of the situation.

e) Highways Report - None

f) High Ongar Village Hall - Cllr Funnell took the opportunity to thank all those who helped with the day to day running of the village hall.

g) Police Reports – None

2025/26.11 Clerk's Report

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

- County Cllr Jaymey McIvor advised that there was no update regarding the Mediterranean twist signage that has not yet been removed. He advised that the restaurant is now under new ownership and suggested contacting the restaurant again to request that the signage is removed. The Clerk has not yet received a response.

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- It has been confirmed that unfortunately speed and bike signage do not meet the criteria for the Rural England Prosperity Fund. The criteria however did meet the suggested bowls court that the Village Hall are hoping to erect. The Clerk has sent the forms to the Village Hall committee to complete.
- Cllr Smith has put together a written support for the application of 2 new speed signs in High Ongar. The Clerk is currently awaiting written support from County and District Councillors in order to complete the application.
- At the last meeting it was mentioned the possibility of using S106 moneys from the new development near Ongar roundabout to pay for 2 new speed signs in High Ongar. Cllr Dadd however has advised that this will not be a possibility.

2025/26.12 Village Litter Pick

At the previous meeting Councillors expressed an interest in holding a village litter pick. Councillors confirmed they would look at some possible dates and discuss further via email. The Clerk will put this matter on the June agenda to discuss further.

2025/26.13 TBS Hygiene – Dog bin collection price increase

TBS Hygiene have advised that their service will see a 30% increase effective from 1st May 2025. The price will therefore increase from £3.05 per receptacle collection to £3.50. This was unanimously agreed by all Councillors.

2025/26.14 Accounts 2024/2025

A copy of the accounts had been circulated to Councillors for consideration. It was unanimously agreed by all Councillors to approve the accounts for 2024/2025.

2025/26.15 External Audit AGAR 2024/2025

Councillors unanimously agreed that this Council met the criteria for exemption and would be claiming exemption for this financial year, and the AGAR requirements were duly completed. This item would also feature on the June agenda for confirmation as to the period of public rights, etc.

2025/26.16 Planning applications responded to by way of Clerks Delegated Powers:

Reference	Address	Description	Comments
EPF/0652/25	Ashlings Farm, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Variation to Condition 2 of EPF/1859/19 (Proposed demolition of existing house and garage with erection of x 3 no. new chalet style dwellings.)	No comments.
EPF/0689/25	Little Acre Farm, Norton Lane, High Ongar, CM4 0LN	Prior approval for the conversion of an established agricultural barn into a residential dwelling.	No comments
EPF/0761/25	The Oaks, Chelmsford Road, High Ongar, Ongar, CM5 9NW	Creation of first floor. Front extension. New Garage.	No comments.
EPF/0766/25	28, Mill Lane, High Ongar, Ongar, CM5 9RN	Steps to front door.	No comments.

2025/26.17 Planning applications for consideration

The below planning application were considered:

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Reference	Address	Description	Details
EPF/0970/25	Paslow Hall Farm, King Street, High Ongar, Essex, CM5 9QZ	Construction of general purpose agricultural storage building. Planning Application: EPF/0970/25	Deadline – 6 th June
No objections.			
EPF/0759/25	10, King Street, High Ongar, Ongar, CM5 9NS	Part single storey part two storey rear extension. Planning Application: EPF/0759/25	Deadline – 2 nd June
No objections.			
EPF/0857/25	Sunnydene, King Street, High Ongar, Ongar, CM5 9NS	Single storey extension. Planning Application: EPF/0857/25	Deadline – 5 th June
No objections.			

2025/26.18

Planning Updates

Councillors noted the below planning updates:

Reference	Address	Description	Details
EPF/0606/25	Ashlings Farm, Woodstock House, Ashlings Farm Lane, High Ongar, Ingatestone, CM4 0JU	Certificate of lawful development for a proposed single storey rear orangery.	The Parish Council is unable to comment on this application.
EPF/0780/25	2, King Street, High Ongar, Ongar, CM5 9NS	Certificate of Lawful Development for existing single storey rear side ground floor extension and rear garden shed extension substantially completed in excess of four years.	The Parish Council is unable to comment on this application.
EPF/0969/25	Mulberry House, Chelmsford Road, High Ongar, Ongar, CM5 9NL	Certificate of lawful development for a proposed replacement of marquee.	The Parish Council is unable to comment on this application.

2025/26.18

Finance

- 18.1** Councillors noted the bank balance as at 30th April being £59,172.70.
- 18.2** A bank reconciliation was tabled and signed accordingly by the Chairman.
- 18.3** Councillors noted that the request to close the Lloyds Bank Account had now been completed. This account is now closed.
- 18.4** Councillors agreed to hold £2000 in the current account and to put the remaining funds in the savings account.
- 18.5** To below payments were agreed:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	Clerks Salary – April	PAID	£499.30
Brooks Waste	3 portable toilets (VE Day event)	PAID	£360.00
Kelly Designs	Flyers and Poster (VE Day event)	PAID	£170.00

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High Ongar Village Store Ltd	Reimbursement of bunting purchased for VE Day Event	PAID	£170.00
Skittleman	VE Day juggler	PAID	£200.00
Cre8tivfaces	Face Painter	PAID	£160.00
HMRC	Employers NI – April	Online	£12.34
EALC	EALC & NALC Affiliation Fee 2025/26	Online	£499.71
Thornwood Grounds Maintenance	Grass Cutting – April	Online	£348.00
Skilled Tech	Microsoft 365 and Support	Online	£87.13
TBS Hygiene Ltd	Dog waste bin collection - April	Online	£29.28
TBS Hygiene Ltd	Dog waste bin collection – May	Online	£42.00
High Ongar Village Hall	Hall Hire - April	Online	£36.00

2025/26.19 Outstanding Matters

June agenda items:

- Budgeting for a yearly community event.
- Communication with the public.
- Purchase of defibrillator pads.

2025/26.20 Date of meetings for 2025/2026 municipal year

The below 2025/2026 meeting dates were agreed:

- June 11th 2025
- July 9th 2025
- September 10th 2025
- October 8th 2025
- November 12th 2025
- January 14th 2026
- February 11th 2026
- March 11th 2026

The Clerk will contact the Village Hall to book the above dates.

2025/26.21 Exclusion of the public and the press

Land Adjacent to 202 Nine Ashes Road, Blackmore

The Clerk has agreed to now liaise directly with Sandrers Witherspoon Solicitor. The information found at the Essex Records Office has been sent to them, and the Clerk is currently awaiting further information.

2025/26.22 Insurance – Zurich

High Ongar Parish Councils Insurance is due for renewal on 07/07/2025. There is no increase of rates from the previous policy in 2024. Councillors agreed the renewal of Zurich Councils Insurance Policy at the price of £300 per year.

Meeting end: 8:40pm