



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

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.

A handwritten signature in black ink, appearing to be 'B. Jones', is written over a horizontal line.

Parish Clerk

AGENDA

- 2025/26.1 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.
- 2025/26.2 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.
- 2025/26.3 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.
- 2025/26.4 Other Absences**
- 2025/26.5 Co-option of Councillor**
There is currently one Councillor vacancy for Paslow Common ward, as no poll has been called this Council is able to fill this vacancy by co-option. Councillors are asked to consider any candidates for co-option.
- 2025/26.6 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.
- 2025/26.7 Minutes of the Previous Meeting**
To agree the Minutes of the Parish Council meeting held on 9th April 2025.
- 2025/26.8 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.
- 2025/26.9 Reports and Members Reports**

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- 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

2025/26.10 Clerk's Report

To receive any reports from the Clerk.

2025/26.11 Millfield parking update

Councillors involved to provide an update on the above matter.

2025/26.12 Village Litter Pick

At the previous meeting Councillors expressed an interest in holding a village litter pick. Councillors are asked to agree if they wish to hold a village litter pick and agree a date for this.

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 per receptacle collection. Councillors are asked to consider this increase and agree to accept.

2025/26.14 Accounts 2024/2025

Councillors will be asked to review the draft accounts for 2024/2025, and if agreed to approve the accounts by resolution.

2025/26.15 External Audit AGAR 2024/2025

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. The following dates apply for this Council:

- The requirement for the public inspection period (to include the first 10 working days of July) will start 17th June and will end 26th July.
- The AGAR must be approved by 30th June 2024 and submitted to PKF Littlejohn by 1st July 2023. This Council is subject to an Intermediate Review as part of the limited assurance review. Council is asked to:
 - a) Review the effectiveness of the system of internal control of this Council
 - b) Consider the findings of this review
 - c) Prepare the Annual Governance Statement (Section 1)
 - d) Approve the Annual Governance Statement by way of RESOLUTION
 - e) Consider the Accounting Statements (Section 2)
 - f) Approve the Accounting Statements by way of RESOLUTION

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g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.

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

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

2025/26.18 Planning Updates

Councillors are asked to note 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.

2025/26.19 Finance

19.1 To note the current status of the accounts.

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

19.3 Councillors are asked to note that the request to close the Lloyds Bank Account has now been completed. This account is now closed.

19.4 Councillors are asked to agree the amount of funds placed into the Unity Savings Account.

19.5 To agree the following payments:

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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
High Ongar Village Store Ltd	Reimbursement of bunting purchased for VE Day Event	PAID	£170.00
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
High Ongar Village Hall	Hall Hire - April	Online	£36.00

2025/26.20 Outstanding Matters

To note any outstanding matters.

2025/26.21 Date of meetings for 2025/2026 municipal year

To agree the dates of the meeting for this coming year:

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

2025/26.22 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