



Chair: Cllr Toby Acton
Locum Clerk: Susan DeLuca | Ware Farm, The Street, High Roding, CM6 1NT |
clerk@highongar-pc.gov.uk | www.highongar-pc.gov.uk

High Ongar Parish Council Meeting
held on
Wednesday 15th November 2023 - at 7.30pm
at the High Ongar Village Hall

MINUTES

- 2023/24.1 Present**
Cllr Toby Acton (Chairman), Cllr John Catlin, Cllr John Tory, Cllr Simon Bosworth and Cllr Chris Funnell.
- Susan Deluca (Locum Clerk)
Bonnie Jones (Clerks Assistant)
4 members of the public.
- 2023/24.2 Apologies for Absence**
Apologies received from Cllr Claudio Gallicchio, Cllr Steven Smith, Cllr Gordon Arthur and District Councillor Ray Balcombe.
- 2023/24.3 Other Absences**
None
- 2023/24.4 Declarations of Interest.**
Cllr Acton declared a registerable interest in planning appeal APP/J1535/W/23/3321066.
- 2023/24.5 Minutes of the Previous Meeting**
It was unanimously resolved that the minutes of the Parish Council meeting held on 18th October 2023 were a true record and were signed accordingly.
- 2023/24.6 Public Participation Session**
One member of the public advised that a large piece of metal had been dumped on the Princess Diana's Garden. They questioned what the Council was doing in order to maintain the garden. The Clerk confirmed that this matter was looked into at the previous meeting. Due to it no longer being of the EFDC schedule of works, Councillors agreed to keep observing the Garden and if it became untidy then the issues would be revisited. The Clerk she would arrange to get the piece of metal removed.
- A second member of the public raised concerns over the number of cars being parked in the layby at the bottom of Mill Lane. He advised these cars did not belong to Mill Lane residents. It was suggested that a possible mobile "Residents Only" sign could be looked at in the next budget.
- The third member of the public present again raised concerns that work is still being carried out at the Sunak Restaurant with no planning permission. The Clerk confirmed that this matter is currently being dealt by the enforcement team, who are continuously monitoring the situation.
- 2023/24.7 Chair's Report**
The Chairman gave a verbal update on the following matters:
- He confirmed that all Councillors now have access to their new emails, and all Signatories now have access to the online banking.
 - The Chairman advised he had attended a meeting which discussed the new Persimmon Development on the High Ongar boundary and gave an update on this.

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- He confirmed a wreath was laid on the War Memorial on behalf of High Ongar Parish Council.

2023/24.8 Vice Chair's Report
None

2023/24.9 District / County Councillor reports
None.

- 2023/24.10 Clerk's Report**
The Clerk gave a verbal report which included the following matters:
- Cllr Ray Balcolm has requested that High Ongar be placed on the next LHP agenda to introduce traffic calming measures Cllr Jaymie McIvor confirmed he would support this application.
 - Graham Courtney (EFDC) has confirmed Mill grove has not yet been adopted.
 - Standing orders have been amended and are now available to view on the website.
 - The Clerks assistant confirmed she now has access to edit the website.
 - High Ongar has been given £300 from Cllr McIvor's Locality fund. This will be used to hold a defibrillator training event.
 - The Clerk confirmed she had contacted Duncan Haslam and Quentin Buller to see if they felt that the shared storage with the school and the village hall updates could be viable for grant funding.

2023/24.11 Councillor Reports
Cllr Arthur who was not in attendance, provided a written report to confirm he had reported the fly tipping in the Street.

2023/24.12 Epping Forest District, Dog Control Public Spaces Protection Order (PSPO) consultation
Epping Forest District Council are seeking the views of key partners, the local community, residents, and businesses on the new proposed Public Spaces Protection Order (PSPO) for dog control, making it an offence for a person in charge of a dog to: -

- (a) Fail to remove dog faeces deposited on any publicly accessible land within the district.
- (b) Fail to put a dog on a lead when directed to do so by an authorised officer, on any publicly accessible land within the district.
- (c) Fail to limit the number of dogs which a person may take onto publicly accessible land within the district to four dogs.
- (d) Fail to produce a receptacle for picking up dog faeces when requested to do so by an authorised officer, while walking any dog on any publicly accessible land within the district.
- (e) Fail to exclude a dog from specified fenced areas within the district

Councillors discussed the above consultation and agreed that they require further information as to the definition of publicly accessible land.

2023/24.13 Update on un-registered Gamers Land
The Clerk confirmed she found no records of any land under "gamers" in the Essex records office. The Council briefly discussed the matter and agreed for the Clerk to contact a solicitor to find out the process of registering the land as well as a cost to do so.

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2023/24.14 The Village Hall

The Clerk provided an update on her findings from the village hall archived documents. Cllr Funnell advised the Village Hall had received an invoice from Clear Business who are a telecom communications company. The contract had been set up by the previous Clerk on behalf of the Village Hall, however the Village had no recollection of this. Cllr Acton advised he had contacted Clear Business in June to cancel the contract, however within the invoice received payment were due up until November. The Clerk advised she would contact Clear View to ensure the invoice was reduced from when we the contract was cancelled. All Councillors agreed that the Parish Council will pay this bill. Cllr Catlin noted he spoke to Cllr Mclvor at the previous meeting and discussed the possibility of holiday a Christmas lunch for over 65's in High Ongar. Cllr Mclvor advised he could have possible funding to help with this. The Clerk confirmed she would contact Cllr Mclvor to seek further information about this funding.

2023/24.15 Website

Councillors agreed to move the last 4 years of agendas off the website. They also agreed to only keep 2 years worth of minutes at one time.

2023/24.16 Planning applications for consideration

Due to the detail of the below planning applications, Councillors agreed to review them after the meeting and provide a comment via email.

Reference	Address	Description	Update
APPEAL: APP/J1535/W/23/33 21066	Land to Rear of The Forrester's Public House, The Street High Ongar, Ongar, CM5 9NE	Residential Development of One Dwelling to the rear of Existing Public House (to be Retained), Including Associated Amenity Space, Car Parking and Rationalisation of Remainder of Site for Continued Use with Public House	Deadline – 27 th November Parish Council objected. Do Councillors wish to comment on this appeal?
EPF/1854/23	Maple Field, Norton Lane, Norton Mandeville, High Ongar, CM4 0LN	Proposed replacement stables and barn.	Deadline – 1 st December
EPF/1983/23	Bennetts Barn, Rookery Road, High Ongar, Ingatestone, CM4 0LG	Dwelling in lieu of agricultural barn adjacent Bennetts Barn	Deadline – 1 st December
EPF/2419/23	Nash Hall, The Street, High Ongar, Ongar, CM5 9NL	Change of use of agricultural buildings to commercial Class B8 storage use.	Deadline – 1 st December

2023/24.17 Planning Updates

Councillors noted the following planning updates:

Reference	Address	Description	Update
EPF/2313/22	Paslow Hall Farm, King Street, High Ongar, Ongar, CM5 9NS	Construction of a new industrial unit for general industrial use (B1, B2 and B3)	Refused

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2023/24.18 Finance

18.1 Councillors noted the current balance of the account as of 31st October was £55,269.43, and bank reconciliation was tabled at the meeting.

18.2 Cllr Arthur advised he has now completed the internal Audit of approved expenditure against the bank statements. He confirmed the Clerk is now providing additional information within the minutes to show approved payments. He however believes a formal system of recording and reporting is needed. The Clerk confirmed she has 3 monthly form that can be used.

18.2 All Councillors unanimously agreed to approve the following payments:

Payee	Description	Method	£ (inc VAT)
Thornwood Grounds Maintenance Limited	Clean 2 bus stops and remove notice board. Including disposal of old notice board and backfilling the holes.	Online	£156.00
Heath Computers	Microsoft 365 subscriptions	Online	£80.00
Heath Computers	New Lenovo computer	Online	£480.00
TBS Hygiene Ltd	Dog waste bin collection	Online	£29.28
EALC	Good Councillor Guide	Online	£9.98
EALC	Councillor training	Online	£342.00
NPower	October Electricity Supply	DD	£67.57

2023/24.19 Outstanding Matters

- Defibrillator training event – The Clerk is currently in the progress of organising this event.
- Village hall funding

2023/24.20 Date of Next Meeting

Councillors agreed all Parish Council meetings will be held on the 2nd Wednesday of each month. The Clerk confirmed the January meeting will be mainly precept. A precept form will be sent to all Councillors prior this meeting.

2023/24.21 Exclusion of the public and the press

The Chairman proposed 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. This was unanimously agreed and the public and press were excluded from the meeting.

2023/24.22 Employment of the Clerks Assistant

Councillors agreed to employ the Clerks assistant as the Clerk, commencing the 1st of January.

Meeting Close – 20-28