

7th September 2023

TO: ALL Members of the High Ongar Parish Council

NOTICE OF MEETING & AGENDA

You are summonsed to attend a Meeting of the Parish Council which will be held on **WEDNESDAY 27TH SEPTEMBER 2023 at 7.30 pm** to transact the business shown in the Agenda below. This meeting will be held in the High Ongar Village Hall.

Susan De Luca

Locum Clerk to the Council

Members of the Public and Press are Invited to attend this meeting

PLEASE NOTE CHANGE OF DAY AND DATE OF THE MEETING

1. CO-OPTION OF COUNCILLOR (S)

Members are advised that as a Notice of Vacancy has previously been advertised and has not been filled, any Vacancy can be satisfied by co-option.

2. APOLOGIES FOR ABSENCE 🙌

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

4. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice

5. CONFIRMATION OF MINUTES 🙌

📄 To **APPROVE**, as a correct record the Minutes of the Meeting of the Parish Council Meeting held on 24th July 2023 as attached at **Appendix 1**.

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public for a period determined by the Chairman of the Meeting. **Please NOTE the Clerk may have to note questions and respond to them after the Meeting.**

7. REPORT OF THE CLERK

Members are asked to **NOTE** that the Locum Clerk has been working on all items within this Agenda. Various information items have been received electronically and forwarded on to Councillors, who can ask for further details of these items if so required. Any Councillor who wishes further information on any item please do not hesitate to contact the Locum Clerk for further updates. In particular work has been carried out on the following matters:

- Administrative Matters
- Land Ownership & Charity Commission Matters in relation to the Village Hall

- Charity Commission
- Village Hall Accounts & Administrative Items
- Financial & Audit Matters (in conjunction with the Internal Auditor)

8. REPORTS & MEMBERS REPORTS

- Chairman's Report – verbal report
- Vice Chairman's Report –
- District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- 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
- Highways Report – previously circulated electronically

9. FINANCIAL REPORT

To approve the current statement of accounts and list of payments (to be tabled).

10. COUNCIL ASSETS

Councillors are asked to note that the Locum Clerk is currently working on the list of known Assets. It does now seem that the two Bus Stops by the Crown Garage along the Chelmsford Road referred to in last month's minutes do not belong to the Parish Council but are the responsibility of Essex County Council. So instead of arranging for a refurbishment to be carried out, the Clerk arranged for these to be cleaned. She has also arranged for the Noticeboard adjacent to the bus stop opposite the Crown Garage along the Chelmsford Road to be removed. The parish council also maintains a number of seats and has just purchased a new one to replace the one in Norton Heath from Glasdon. There are also two noticeboards, one in Mill Lane and one elsewhere in the Parish. One of the land assets that the Clerk was asked to look at is in a field within an area of land (*A Strip*) close to Paslow Common Farm. The land was purchased by a German consortium. This was over 40 years ago. The land is now contract farmed by Gaymers. There were concrete boundary posts however it is expected that over the years they have been dislodged by the farm machinery. We have run a check at the Land Registry and this area of land is actually un-registered, so the PC will need to pursue a claim. An image of this land will be tabled for Members perusal.

11. HIGH ONGAR VILLAGE HALL

Members are advised that the locum clerk researched the following:

- The funding from the S106 agreement was given to the Parish Council who in turn passed this on to High Ongar Village Hall to go towards the building costs of the new hall.
- The Parish Council is the Custodian Trustee of the High Ongar Village Hall, which means that if the hall failed for whatever reason, the Property & Land would be under the 'control' of the Parish Council as Custodian Trustee as it holds the 'land in trust' for the Charity, however it would not be able to materialise its assets, as it is simply a 'holding body' for the asset.
- The foundation document and governing document will need to be updated and re-vamped.
- Had a meeting with the remaining Trustees.
- Have updated details of new Administrator, removed details of previous trustees, added new trustees
- Still having difficulty logging the two sets of accounts and the TAR, however the Charity Commission have sent the Locum Clerk an email admitting that the fault is a problem with their computer software, and they are trying to fix the problem – the Locum Clerk has spent 3 sessions on the phone with them 1 x 47 minutes: 1 1hour and 22 mins & 1 x 17 minutes.

Next Steps Are:

- Clerk to Meet With Danielle Frost from RCCE on 7th September
- Add the 2 x Sets of Accounts and TAR to Charity Commission Website as soon as link available
- To set up a Task & Finish Meeting between the Parish Council and the High Ongar Village Hall Members are asked to **NOTE** the above actions.


12. PRINCESS DIANA GARDEN

At the last meeting Members were unsure as to who maintained this area or as to who it was registered to. This area of land is clearly being maintained, in part, by someone. However the land is unregistered. Members are therefore asked what action they would like to take in this matter. As Members will see further detailed in the Agenda, EFDC will be releasing details of possible grant funding. Members are asked if they wish to look at making an application under this fund for a capital project for this area.

13. WEBSITE & IT

The Website is now in operation albeit offering a somewhat limited service. The Locum Clerk, unfortunately has not had enough time to dedicate to liaising with Heath Computers and it clearly is an action that needs to be done.

14. ROLLING PROGRAMME FROM AUDIT

 Members are advised of the relevant actions that have been taken as per the following schedules attached at **Appendix 2**. Members are asked to **NOTE** these actions which have been worked on with the Clerk and the IA. It is felt that as the Standing Orders and Financial Regulations are not the latest NALC ones, and as such the Clerk will distribute copies of the revised ones to all Councillors for them to read and review, for adoption at the October Meeting.

15. REQUEST FROM THE SCHOOL REGARDING STORAGE

At the July Meeting Members discussed the lack of storage for both the School and for the Parish Council. The Clerk has researched this and as this council currently does not hold the General Power of Competence due to the lack of elected Members, there is sadly no Power that can be used to provide this storage. However as EFDC is shortly to be releasing details of funding perhaps this funding could be used on this type of project and the clerk will investigate.

16. RURAL ENGLAND PROSPERITY FUND (MANAGED BY EFDC)

The Clerk has been made aware of a new Grant Scheme available to qualifying district parishes that is being funded by the Government's new Rural England Prosperity Fund. There will be a presentation at the Local Liaison Branch Meeting which the Locum Clerk will attend. She will explain the aims of the fund, the amounts on offer, what the fund covers, and who can benefit and the bidding process. The funding is spread over two years with a smaller amount available in year one, and the majority in year two. The fund is for Capital Projects only.

17. PLANNING

To consider the following matters in relation to the following Planning Applications:

No	Application Number	Location	Proposal
1	EPF/1869/23	Barberry Cottages, 2, 163 Nine Ashes Road CM4 0JY	Two storey side, and part rear, extension
https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XC6K			
2	EPF/1871/23	212, Fields End, Nine Ashes Road, High Ongar, Ongar, CM4 0JY	Proposed side extension
https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XCBN			

18. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, 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.”

There are currently **NO** confidential items to be considered