



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
A Meeting of High Ongar Parish Council
To be held on
Wednesday 10th September 2025 – at 7:30pm
at 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.

A handwritten signature in black ink, appearing to be 'B. Jones', is written over the printed name 'Parish Clerk'.

Parish Clerk

Date: 05/09/2025

AGENDA

- 2025/26.47 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.
- 2025/26.48 Other Absences**
- 2025/26.49 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.
- 2025/26.50 Minutes of the Previous Meeting**
To agree the Minutes of the Meeting of Parishioners and the May Parish Council meeting held on 2nd July 2025.
- 2025/26.51 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.
- 2025/26.52 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
g) Police Reports
- 2025/26.53 Clerk's Report**
To receive any reports from the Clerk.

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2025/26.54 Internal Audit

- a) The Internal Audit report for 2024/2025 financial year has been received and is attached to this agenda. This Council received two recommendations, one of which has been action this year and the second is to be considered by Council. Councillor to consider publishing a privacy notice/policy on the High Ongar Parish Council website.
- b) Councillors are asked to agree the appointment of Heelis & Lodge as this Council's internal auditor for the 2025/2026 financial year.

2025/26.55 Information leaflet

At the previous meeting Councillors requested a number of changes and additions to the drafted information leaflet. These changes have now been completed and a second draft of the leaflet is attached to this agenda. Councillors are asked to agree this draft and how they wish to distribute this.

2025/26.56 Litter Pick

At the previous meeting Councillors agreed to erect a notice requesting volunteers for a village litter pick. The Clerk has received confirmation of 3 volunteers who wish to take part. Councillors to agree how they wish to proceed with this matter.

2025/26.57 Changes to NALC Model Financial Regulations

The Clerk has been made aware of a number of changes that have been made to the NALC Model Financial regulations that were adopted at the previous meeting. The changes are as follows:

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

5.11 Contracts must not be split to avoid compliance with these rules.

Councillors are asked to agree the additional changes and readopt the NALC Financial Regulations.

2025/26.58 Street Lighting

- a. During this council's electrical testing on all its streetlights a fault was detected on streetlight 9007, opposite the Black Lion Pub. Works on this streetlight has now been completed.
- b. The Clerk had previously received an update from a member of the public advising that a Street Light was not working outside Sunnyside (9001). Previous Councillor Steve Howlett subsequently checked all the streetlights in the area and provided a report on the streetlights, three of which were not working. The Clerk has contacted A&J Lighting who will complete a site visit and complete and necessary repairs.

2025/26.59 Local Government Reorganisation (LGR)

Councillors are asked to note that a new website has been launched to help residents, businesses and stakeholders stay informed and involved about LGR. Leaders and chief executives from councils across Essex, Southend-on-Sea and Thurrock have come together to launch essexlgrhub.org, set to be a central, impartial platform dedicated to providing clear, accessible information about the future of local government in Greater Essex. By 2028, the number and shape of councils operating across the region may look very different. The UK government is encouraging councils to simplify how they work, aiming to grow the economy and ensure communities are closer to decision-making. The new website offers:

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- An overview of LGR in Greater Essex
- A short explainer video
- The government's aims for LGR
- Latest news and updates
- Frequently asked questions

Councils are currently developing business cases that explore options for unitary arrangements as part of LGR. These will be made available as they are finalised. Throughout September, councils across Greater Essex will take the business cases through their own governance processes. Final submissions to the government are expected by 26 September 2025. Following this, the government will run a public consultation, which is anticipated in the autumn, with a recommendation to the Minister on a final proposal expected in March 2026.

2025/26.60

EFDC Community Infrastructure Levy

EFDC is currently consulting on a draft charging schedule for a Community Infrastructure Levy (CIL) to be set for the Epping Forest District. The CIL is a locally set charge (referred to as a levy) on new development which the Council can choose to introduce. The levy is based on the size and type of development and once set is mandatory to pay and non-negotiable. The funds raised would be distributed by the District Council to provide infrastructure which is required to support new development within the local area. This infrastructure could include roads, transport facilities, flood defences, education facilities, medical facilities, sporting and recreation facilities, and open spaces. Currently when new development proposals are approved by the Council, it is common for an agreement to be made (known as a planning obligation, section 106 agreement or developer contribution) for developers to either provide new or improved infrastructure, or financial contributions towards the provision of new or improved infrastructure in the area. This could include highways improvements, new or improved parks and play facilities, and services and facilities such as new or improved schools and health facilities. The CIL will not replace the Council's current methods of obtaining infrastructure and funding through planning obligations. The CIL provides an additional mechanism to obtain financial contributions towards new and improved infrastructure. The levy may be payable on development which creates a new or additional internal area, where the gross internal area of new build is 100 square metres or more. Development, which is less than 100 square metres, but which involves the creation of a new house or flat, may also be liable to pay the levy. Some developments may be eligible for discretionary relief or exemption from the levy. This includes residential annexes and extensions, social housing, charitable development, and houses and flats which are built by 'self-builders'. For Parish Councils without a Neighbourhood Plan, the local community typically receives 15% of CIL revenues from development in their area. For Councils with a Neighbourhood Plan, this share increases to 25%, and it is paid directly to the parish or town council to spend on infrastructure or anything else that supports development of the area. Full details of the CIL can be found at: [Community infrastructure levy - Epping Forest District Council](#). This council will not be able to formally respond as the deadline for responding to the consultation is Tuesday 9th September 2025.

2025/26.61

Planning applications responded to by way of Clerks Delegated Powers:

Reference	Address	Description	Comments
EPF/1306/25	Spriggs Farm, Willingale Road, High Ongar, Ongar, CM5 0QH	Construction of stables, tack room and hay store for personal use.	No comments
EPF/1330/25	229, Long Acre, Nine Ashes Road, High Ongar, Ongar, CM4 0JZ	Construction of detached garage.	No comments

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EPF/1380/25	Foresters Arms, The Street, High Ongar, Ongar, CM5 9NH	Retrospective advertisement consent for replacement hanging sign and facade sign.	No comments
EPF/1444/25	12 Paslow Hall Cottages, King Street, High Ongar, Ongar, CM5 9NP	Alterations to change two semi-detached houses to form a single dwelling.	No comments
EPF/1379/25	Foresters Public House, The Street, High Ongar, Ongar, CM5 9NH	Retrospective Listed building consent for replacement external lighting.	No comments
EPF/1466/25	Spencer House, King Street, High Ongar, Ongar, CM5 9NR	Proposed American barn style stables together with menage/arena and change of use to equine.	No comments
EPF/1634/25	Leys Business Centre, Bottom Yard, Chelmsford Road, High Ongar, Ongar, CM5 9NW	Construction of two commercial B2/B8 flexible use units.	No comments
EPF/1641/25	Land adjacent to Mill Cottage, Mill Lane, High Ongar, CM5 9RQ	Demolition of existing outbuildings and construction of new self build dwelling.	Comments below
<p>High Ongar Parish Council wish to object to the proposed development behind Mill Cottage on the following grounds:</p> <ol style="list-style-type: none"> Overdevelopment of the Site <ul style="list-style-type: none"> The scale and intensity of the proposal appears excessive in relation to the character and size of the surrounding area. It would have a negative impact on the rural/heritage/residential setting (adapt depending on your local context). Highway Safety Concerns <ul style="list-style-type: none"> The proposed entrance is positioned in a particularly dangerous location on the lane. There have been numerous near misses in this stretch of road due to limited visibility, narrowness, and the speed of approaching vehicles. Adding a new access point at this position would significantly increase the risk of accidents for both motorists and pedestrians. Unsuitable Access Position <ul style="list-style-type: none"> The entrance is in the worst possible position along the lane, with restricted sightlines and no safe passing space. This would not only endanger residents but also place an additional burden on road users in an already hazardous spot. <p>For the reasons above, High Ongar Parish Council strongly object to this application. The proposal represents overdevelopment of the site and introduces serious highway safety risks that cannot be mitigated by conditions.</p>			
EPF/1643/25	Mulberry Cottages, Chelmsford Road, High Ongar, Essex, CM5 9NL	Grade II listed building consent for replacement roof and install insulation.	No comments

2025/26.62

Planning applications for consideration

Councillors are asked to consider the below planning application:

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Reference	Address	Description	Details
EPF/1531/25	292, Garra, Nine Ashes Road, High Ongar, Ongar, CM4 0LA	Outline application all matters reserved except access for up to 8 residential units. Planning Application: EPF/1531/25	Deadline for comments: 11 th September (extension granted)

2025/26.63 Planning Updates

There were no planning updates to note at the time this meeting was distributed.

2025/26.64 Finance

64.1 To note the status of the accounts.

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

64.3 To agree the following payments:

Payee	Description	Method	£ (inc VAT)
Bonnie Jones	Clerks Salary (July & August)	PAID	£998.60
Electrical Testing Ltd	Replacement of OHL bracket and secondary isolator (9007)	Online	£2,292.96
Thornwood Ground Maintenance	Grass Cutting (July, August and September)	Online	£522.00
Skilled Tech Ltd	Microsoft 365 & IT Support (August & September) Website Hosting & registration of .gov domain	Online	£427.32
TBS Hygiene	Dog waste collection (July & August)	Online	£75.60

64.4 To note the below income

Payee	Description	Method	£ (inc VAT)
EALC	Overspend on 2025/2026 EALC Membership fee	Online	£50.00

2025/26.65 Outstanding Matters

To note any outstanding matters.

2025/26.67 Date of next meeting

The next meeting of High Ongar Parish Council will take place on Wednesday 8th October 2025 at the High Ongar Village Hall.

2025/26.68 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