

# Ongar

Town Council

Bansons Way, Ongar, Essex. CM5 9AS  
01277 365348



Email. [clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)  
[www.ongartowncouncil.gov.uk](http://www.ongartowncouncil.gov.uk)

## Agenda

### TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to a meeting of the Full Council to be held on 18<sup>TH</sup> July 2024 commencing at 8 P.M. at the Council Offices, Bansons Way CM5 9AS. The press and public are welcome to attend.

*S De Luca*

Susan De Luca  
Locum Clerk

#### **23/24 Those present and apologies for absence.**

**Motion.** The council to record and accept apologies for absence.

#### **24/24 Declaration of Disclosable Pecuniary Interests**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

#### **25/24 Public participation**

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

#### **26/24 Correspondence:**

##### **a) Email from Local Resident regarding Play Equipment at Shelley Park**

The locum Clerk received a complaint from a resident regarding the play equipment at Shelley Park being broken and not fit for purpose. An inspection by Wicksted the Play Equipment Company has been carried out and a report is awaited and the Annual Inspections is due by ROSPA in the next couple of weeks. Once these have been received a report will be given to councillors as to what action needs to be taken.

#### **27/24 Consultations**

## **28/24 Reports**

### **-Chairmans Report**

**-Town Councillors Reports and for those that attend on committees on behalf of the town council.**

### **-District and County Councillors**

To receive a five-minute report from District and County Councillors on matters relating to Ongar.

## **29/24 Police matters**

## **30/24 To agree the Full Council meeting minutes of 20<sup>th</sup> June 24**

**Motion.** The minutes of the Full Council Meeting are approved as a true record. Members are asked to NOTE amendment necessary.

## **31/24 Finance reporting**

- a. To receive a summary of receipts and payments up to the end of May 2024.
- b. To receive a list of budgetary information on all accounts.

**Motion.** The Council notes the draft budgetary information and confirms that the account balance agrees with the reconciliation of £13,365.74 (current account) and £611,159.25 (deposit account).

## **32/24 Christmas Lights & Town Festival**

– Cath Honeywell will be in attendance to advise Councillors of these events

## **33/24 Menorah**

To update Councillors on the plans for this in Ongar this year

## **34/24 CCTV**

Members asked the locum clerk to contact the CCTV company who has control of the cameras for Ongar Town Council members have been provided with the email response sent from the company with regard to the current state of play. The locum clerk was also asked to investigate details of the maintenance contract that the Council has signed up to. The Chairman will give a report on his meeting with EFDC and the possibility of bringing all the cctv cameras under the control of their authority. Detailed below are the listings of where the cameras are situated.

- Shelley Close,
- Frank Bretton House
- Car Park– Basons (Sainsburys)
- Car Park – Pleasance Car Park (Library)

OTC monitor the CCTV at the following locations,

- Shelley Park
- Love Lane Recreational Centre
- Pleasance Park

### **35/24 Review of Effectiveness of Internal Audit**

The Council has a duty to ensure that the financial management of the body is adequate and effective and that the body has a sound system of internal control. To this end this Council reviewed its effectiveness of systems of Internal Control. Members are asked therefore to CONFIRM that they are happy with this system for this financial year.

### **36/24 Allotment Matter**

Members are advised that following the Matter that came to the attention of the locum clerk where a resident has advised they have concern for their own well-being in relation to a structure being built on the allotment that is not within the Allotments Terms Rules and Regulations. An email and a letter have been sent and no response received so Notice to Quit has been sent by Royal Mail with guaranteed Delivery to the last known address of the tenant. Advising that the council has terminated its lease with the tenant.

### **37/24 Coronation Seats**

Members are advised that two benches have been ordered, both with plaques, with the following dedications on the plaques 'King Charles III 6<sup>th</sup> May 2023'. A Copper Beech Tree will also be planted in the Nature Area and a Sign placed there showing that it is a designated Nature area.

### **38/24 Overgrown Bushes etc. in Ongar**

The locum Clerk is continuing to liaise with Cllr Mary Dadd regarding the cutting back of vegetation in and around Ongar and as to whose responsibility these areas fall under. She is meeting a representative from Qualis later in the month and will speak to them regarding this matter. We continue to get a number of enquiries from residents as to whose responsibility various areas fall under, the locum clerk is liaising with the residents.

### **39/24 Jubilee Park Pavilion**

As advised by the External Auditor the locum clerk will continue to investigate the lease and all matters surrounding it.

### **40/24 Confidential Items**

**The Council is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to two staffing matters and one financial matter.**

### **41/24 Staffing Matter**

- a) Update on staffing matters
- b) Update on appointing a permanent clerk
- c) Ongar In Bloom – Staffing Resources – No funding put aside for Staff to undertake the work involved in taking this on from Ongar in Bloom – Adopt A Pot Scheme Could this be Something that We Ask Local Shops/Businesses to get involved in for the Next Season
- d) Company Vehicle

**The council is asked to RESOLVE to permit the press and public to return to the 3meeting under the Public Bodies (Admission to Meetings) Act 1960**

**42/24** August Meeting – To Cancel the August Meeting

**Items for later agendas.**

Tree on Nature Reserve – Councillors are asked if they are happy to leave the siting of the tree (Copper Beech) to the Groundsman – It has been suggested to site close to the two new benches at the rear\*

Chicken Coup – Looking At a Policy\*

Emergency Plan

Cemetery

Various Leases\*

- \*Locum Clerk is aware of these