

Ongar

Town Council

Bansons Way, CM5 9AS
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Members of the public and press are invited to attend this meeting

TO ALL MEMBERS OF THE COUNCIL

You are hereby **summoned** to the meeting of the Full Council to be held on 20th of November 2025 commencing at 8 P.M. at the Council Offices, Bansons Way, Ongar, CM5 9AS.

D Murray

Debra Murray
Clerk to the Council

AGENDA

173.25 PRESENT AND APOLOGIES FOR ABSENCE

To report, approve & record apologies for absence (and the reasons) from members

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

174.25 TO AGREE THE FULL COUNCIL MINUTES OF 16th of October 2025

Motion: To AGREE the Minutes of the Town Council meeting held on the 16th October 2025.

175.25 Declaration of Disclosable Pecuniary Interests

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

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.

176.25 QUESTIONS FROM MEMBERS OF THE PUBLIC & PUBLIC PARTICIPATION

To **RECEIVE** questions from members of the public for a period determined by the Chairperson of the Meeting. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes. ***Please NOTE if the Clerk of the Meeting has not been previously notified of the Question, Council may have to note questions and respond to them after the Meeting.***

177.25 PRESENTATION FOR THE CHRISTMAS LIGHTS FESTIVAL UPDATE BEING HELD ON 30th NOVEMBER 2025

Councillors will receive a presentation of the plans for the Christmas Lights Festival

178.25 CLERKS REPORT

Councillors will be updated by the Clerk of correspondence and information received and actioned.

179.25 REPORTS & MEMBERS REPORTS

-Chairmans Report

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

It is understood that a number of Cllrs, have attended meetings in their positions as Councillors and will give a brief resume of their attendance.

-District and County Councillors

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

(The Chairman may bring any Report including the Reports from District & County Councillors to earlier in the meeting if all Councillors are agreeable)

- Details of Consultations

- a) Cllr will be advised by either the chair or vice chair of the planning committee on the numerous Consultations that have been held with Developers on the Planning Development Sites in Ongar
- b) The clerk will advise of any other consultations that have been received and are not covered separately in this Agenda.

180.25 FINANCIAL REPORTS

Finance reporting

- a. To receive a summary of receipts and payments up to the end of October 2025.
- b. To review a list of budgetary information on all accounts.

Motion: The Council notes the budgetary information and confirms that the account balance of current account as at 31st October 2025 at £10,690.58 agrees with the reconciliation.

Motion: The Council notes the budgetary information and confirms that the account balance of deposit account as at 31st October 2025 at £648,403.38.

Motion: The Council notes the budgetary information and confirms that the account balance of Nationwide account as at 31st October 2025 at £29,288.15

Motion: The Council notes the budgetary information and confirms that the account balance of allotment account as at 31st October 2025 at £2,423.12

181.25 POLICE REPORT

A police report for the area will be submitted in writing or person.

182.25 CONSTITUTION FOR EPPING FOREST DISTRICT ASSOCIATION OF LOCAL COUNCILS

Members are invited to **DISCUSS** and **AGREE** whether or not Ongar Town Council agrees to approve the constitution.

183.25 BUDGET/PRECEPT PLANNING

Councillors to **DISCUSS** and **AGREE** budgetary items for 26/27. Motions will be carried for items to be included into the budget to enable the clerk to compile the budget for 26/27.

184.25 HEALTH & SAFETY POLICY

To **DISCUSS** and **APPROVE** the new updated HEALTH & SAFETY Policy.

185.25 CEMETERY BINS

To **DISCUSS** and **AGREE** to site a new 1100L bin in the cemetery for green waste. To promote a better-looking cemetery whereby the cutting of hedgerow and grass are placed in a closed rubbish bin and not left to build up at the edge of the cemetery near graves. The associated costs to implement the bin and collections. To be budgeted for from cemetery utilities.

186.25 STREETLIGHT REPLACEMENT

Councillors to **DISCUSS** and **AGREE** the replacement of the streetlight which following the structural survey needs to be replaced the figure for the replacement is £7,068.36 plus VAT. The funds will be used from the Streetlight Earmarked Reserve Fund.

187.25 STAFFING APPEALS PANEL

Following the previous discussion regarding an appeals panel. Councillors to **AGREE** which councillors will be on the panel.

188.25 TWINNING GIFT FOR 2026

To **DISCUSS** and **AGREE** what the gift will be for 2026 visit to Cerizay, the remaining budget amount is £273.11 for year 25/26.

189.25 ONGAR TOWN EMERGENCY PLAN

To **DISCUSS** and **AGREE** whether the Town Council wish to produce an emergency plan for Ongar and who will hold the data.

190.25 PHOTOCOPIER UPGRADE

Councillors have been provided with 3 quotes for an upgrade to the photocopier from three separate providers. The clerk has provided a breakdown of the quotes within the Councillors folder. The Councillors to **RESOLVE** which provider they wish to upgrade with.

191.25 NATURE RESERVE LITTER PICK

To **DISCUSS** and **AGREE** to support a proposed litter pick in the Nature Reserve following surveys being undertaken this year looking at flora and fauna and insects. Essex Wildlife Trust local group in Brentwood has offered to assist with the organisation of a one-off litter pick for the nature reserve on 3rd December or 10th December, if the first proposed date the weather is not suitable. Local residents can be invited to assist with the litter pick with town council providing litter pickers and bags for those willing to help.

192.25 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. However, an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance.

There is currently three items to be considered

193.25 JUBILEE PARK PAVILION INSURANCE

To **DISCUSS** AND **AGREE** where to uphold the invoice for the insurance element of Jubilee Park Pavilion following a request to credit the invoice.

194.25 JUBILEE PARK PAVILION ELECTRICAL QUOTATION

To **DISCUSS** and **AGREE** the electrical quotation for work to be carried out at Jubilee Park Pavilion which includes upgrade to RDC's & RCBO's £7986.60 and general wiring upgrade £18,894.60. Two other elements are for SWA cable for flood lighting and CCTV £3,234.60 and the tennis courts area £2694.60 all prices are subject to VAT.

195.25 INCREASE IN OFFICE STAFFING HOURS FOR BUDGET

To **DISCUSS** and **AGREE** to increase the office staff hours by 10 per week

196.25 SCOUTS HUT NEW EXTENDED PERIOD LEASE

Councillors are **DISCUSS** and **AGREE** to the new Scouts Hut lease for the new extended period. The clerk has been in discussion with the solicitor and these are based on recommendations. To **AGREE** which two Councillors will sign the lease.

197.25 CHRISTMAS OFFICE HOURS

To **NOTE** the office will be closed from 20th of December until 5th of January 2026, the clerk will have remote access to the phone and email remotely as do other staff members to cover anything urgent.

198.25 ITEMS FOR FUTURE MEETINGS

Emergency Plan

Various Leases*

Disability Access – Look at Lease and Contact EFDC*

Strategic Development Plan*

- **Clerk is aware of these**