

**MINUTES OF THE FULL COUNCIL MEETING
HELD AT COUNCIL CHAMBERS,
“BANSONS”, BANSONS WAY, ONGAR,
ON MONDAY 26th MARCH 2018 AT 8PM**

Present: D. Birch (Chairman) B. Freeman L. Mendoza J. Reynolds
P. Keska J. Battersby B. Vaz

Officers: P. Wicks (Locum Clerk)

Public: None

Press: None

98/17 Apologies for absence

Apologies were received from Cllrs Bolden, Browning, Bicknell, Feetham and Cole.

99/17 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non-Pecuniary Interests under the Council’s adopted Code of Conduct with regard to agenda items.

Cllr Reynolds and Vaz declared a non-pecuniary interest in item 117/17.

100/17 Public participation session with respect to items on the agenda previously notified to the Clerk

None received.

101/17 Clerks Report

Nothing was reported under this item.

102/17 Reports from District and County Councillors

Cllr Keska, on behalf of EFDC, reported that a developer has put in a legal challenge regarding the Local Plan. This will mean that the matter will go to High Court regarding their decision. Government has extended the period for submission.

Public toilets for the Ongar Festival – EFDC have confirmed clean to take place three times on the day.

Turk Wise Restaurant, High Street – Does not breach planning conditions down to ECC. It was suggested that the office submit a complaint to ECC about the structure erected on the pavement outside the restaurant. With 2 votes for, 3 against and 2 abstentions – vote not carried.

Bushey Lea – This application will be heard at EFDC Plans East – volunteer members required to attend the meeting

103/17 To agree the Full Council Meeting Minutes of 18th January 2018

The minutes of the 18th January 2018 were not agreed.

The Chairman queried the latter part of item 92/17 on page 3. It was felt that the figures in the final proposal on distribution of money was incorrect however members could not be sure and asked that the meeting record be checked.

It was felt that the Citizens Advice Bureau figure was still included.

104/17 Finance Reporting

The list of all payments from 1st January to 28th February 2018 was received but Members asked for clarification/confirmation from the clerk on two payments on first page i.e. “Odd Jobs” 12.01.18 and 25.01.18.

105/17 Recommendations from the Jubilee Park Steering Committee

a) That the funds agreed for the British Lions event be ring fenced.

An extract from the minutes of 1st March 2018 are below:-

76/17 British Lions Event

- *Members noted that at the JPSC meeting on the 13th July 2017 it was agreed that the £300 profit made would be used to upgrade the TV system.*
- *On a proposal by Cllr Reynolds, seconded by Cllr Freeman it was agreed to ring fence this fund and transfer to OCST at the appropriate time and make recommendation to Full Council. Unanimous*

It was proposed by Cllr Reynolds and seconded by Cllr Freeman to ring fence the monies. Voting was unanimous.

106/17 Internal Audit Report 2017-18 (First Interim)

- To note the reported dated 30th January 2018 (attached) and agree any necessary action
Noted by Members

107/17 2018/19 Budget

- To note the LCTS Grant figure for 2018/19 of £5,385
Noted by Members
- To note the request was made to EFDC for the precept figure of £306,56
Noted by Members

108/17 Risk Assessment report for 2017/18

The Chairman ruled that this could not be approved as some members said they had not received the Action Plan (as requested by Cllr Cole). The Locum Clerk produced a copy for the Chairman and confirmed that it had been emailed to members by the Clerk.

109/17 Insurance Reinstatement Cost Assessment Report

The report was noted but Members required clarification on following points:

- Cllr Reynolds queried who Barrett Corp and Harrington were?
- Cllr Reynolds queried who authorised them to carry out the report?
- Cllr Reynolds queried if OTC are liable for any costs

110/17 Town and Parish Council Remuneration Scheme for the 2018/19 municipal year

It was proposed by Cllr Freeman seconded by Cllr Reynolds not to make any changes to the existing scheme.

Voting was unanimous.

111/17 Jubilee Park Steering Committee Membership

- To note the resignation of Councillor Simon Cole from the Committee
Noted by Members

112/17 National Employers for Local Government Services

- To note the current position regarding the pay negotiations (not finalised to date)
Noted by Members

113/17 Neighbourhood Plan Sub Committee – Terms of Reference

- To consider and agree the updated Terms of Reference

An extract from the minutes from PEPROS of 8th February 2018 are below:-

219/17.4 *To consider the recommendation from the Clerk to amend the Terms of Reference for the Neighbourhood Plan Subcommittee and make recommendation to Full Council.*

Cllr Reynolds proposed and Cllr Cole seconded that the Terms of Reference should be amended to state that the Subcommittee do make their own decisions, meetings are not specifically held here and can be held at other venues and that PEPROS actually approve the Terms of Reference to the Subcommittee it doesn't have to go to Full Council.

The following points were agreed to be amended in the Terms of Reference:

- *PEPROS committee approve the Terms of Reference*
- *Meetings do not have to be held at OTC offices (substitute second bullet point meetings "The Sub Committee **can** (instead of **shall**) meet"*
- *Penultimate bullet point under Meetings substitute "... **may** (instead of **will**) be open to*

- the public”*
 - *TOR should state that the Sub Committee can make decisions.*
 - *Delete second bullet point under **Defining Roles***
 - *Section **Working Groups** amend second bullet point to read “The ONPCG will report back to the Sub Committee at the monthly meetings”*
 - *Delete third bullet point.*
 - ***Finance** section – to note typo in penultimate bullet point – should read “... claim to the **Sub-Committee** who will”*
- VOTE:** Unanimous

The Terms of Reference were not agreed.

It was proposed by Cllr Freeman and seconded by Cllr Vaz – **AGREED** that penultimate bullet point under Finance on P3 commencing “Members of the community.....” be deleted and replaced with clause granting NPSG a float of £400 with proviso that they have to account for any expenditure, produce proper receipts for same and that any such expenditure must be approved by the chairman of NSPSG.

Voting was unanimous.

It was proposed by Cllr Mendoza and seconded by Cllr Vaz – **AGREED** on P3 under Working Groups – 2nd bullet point – “...the monthly meetings” be replaced by **regular intervals** and “...on the monthly meetings” be replaced by **at regular intervals**.

Voting was unanimous.

114/17 Recommendation from the PEPROS Committee

- **To consider funding the rebadging of the noticeboards from General Reserves**

It was proposed by Cllr Reynolds and seconded by Cllr Mendoza to fund the rebadging of the noticeboards from general reserves.

Voting was unanimous.

- **To consider funding the Memorial Garden works from General Reserves**

It was proposed by Cllr Reynolds and seconded by Cllr Mendoza to fund the memorial garden works from general reserves.

Voting was unanimous.

Extracts from the minutes from PEPROS of 8th February 2018 are below:-

220/17 Notice Boards

220/17.1 *To consider a quotation received for re-badging seven Council Notice boards within the town.*

Cllr Reynolds stated that there were seven notice boards but only six need re-badging.

The Locum Clerk advised Members that the only funds available for notice boards in the budget are for maintenance/repair and that a large proportion of the available sum would likely be taken up with repairs as noted in Item 206/17.

Cllr Reynolds proposed and Cllr Bicknell seconded that it should be agreed that the boards are re-badged and a recommendation/request be made to Council that the costs be met from general reserves.

VOTE: 8 in favour
1 abstention

211/17 Memorial Garden

- *To consider and agree the quotation received for works at the memorial garden and how this might be funded.*

Cllr Freeman stated that although a contractor would be needed to do the works, the revenue would compensate for this.

Cllr Reynolds proposed and Cllr Bicknell seconded that this be taken to Full Council and be funded from the general reserve.

VOTE: Unanimous

115/17 To consider and agree a procedure for the allocation of staff time relative to committees

On a proposal by Cllr Birch seconded by Cllr Reynolds it was **AGREED** that all staff assess their work loads and apportion their different activities/cost centre tasks as a percentage of their time. They will need to take an average. This will then be used as a budgeting tool. It will not change on a weekly/monthly basis but will be a guide which should average out over the year.

Any costs shown against allocations should include National Insurance and pensions so that the figures are realistic.

Voting was unanimous.

116/17 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 items contain confidential information relating to contractual and staffing matters.

On a proposal by Cllr Freeman seconded by Cllr Keska it was **AGREED** to exclude the press and public to leave the meeting.

Voting was unanimous.

117/17 Castle Street Allotment Lease Costs

- To receive the information provided by the Town Council's solicitor and agree a course of action

Members considered the information provided.

On a proposal by Cllr Birch seconded by Cllr Freeman it was **AGREED** that Council should follow the solicitor's advice and take no action at the present time.

Voting was unanimous.

118/17 Extended Leave Request

- To consider the request from a member of staff

Members considered the request as outlined in the information provided with the agenda.

On a proposal by Cllr Freeman and seconded by Councillor Battersby it was **AGREED** that the request from the member of staff be granted.

Voting was unanimous.

119/17 Outstanding Annual Leave

- To consider any action with regard to this matter

On a proposal by Cllr Freeman seconded by Councillor Battersby it was **AGREED** that the member of staff concerned should be financially remunerated for 9 days of unused leave.

Voting was unanimous.

120/17 Job Evaluations and current roles

- To receive the job evaluation and salary benchmarking report and agree any necessary action

On a proposal by Cllr Keska seconded by Cllr Battersby it was **AGREED** that members acknowledged receiving the Job Evaluation and Salary Benchmarking report but will not resolve or agree any actions until further discussions have taken place by the Chairman regarding staffing structure and roles and responsibilities of staff.

VOTE: 6 for

1 abstention

- To consider formally consolidating the Finance Officer and Burial Clerk roles (temporarily consolidated since January 2017) and agree any remuneration appertaining there to.

Members agreed that they were unable to agree anything on this item until the review of the staffing structure and Roles and Responsibilities, as mentioned in the previous item, has been undertaken.

All councillors wanted it to be minuted that they recognise and acknowledge and appreciate all the work done by staff members in their various roles.

121/17 The Council is asked to RESOLVE to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960

On a proposal by Cllr Reynolds seconded by Cllr Battersby it was **AGREED** to permit press and public to return to the meeting.

Voting was unanimous.

122/17 Combined Employment Law and HR Contract

- To agree to continue with the current supplier for a further three year contract. The cost remains unchanged

On a proposal by Cllr Reynolds seconded by Cllr Mendoza it was **AGREED** that before continuing with the current supplier Members should be provided with further information for consideration, regarding services currently provided for the annual fee and that further quotes should be sought for consideration.

The meeting closed at 9.58pm

Signed:

Dated: