

**MINUTES OF THE ANNUAL COUNCIL MEETING  
HELD AT COUNCIL CHAMBERS,  
“BANSONS”, BANSONS WAY, ONGAR,  
ON THURSDAY 10<sup>TH</sup> MAY 2018 AT 8.00 PM**

Present: D Birch (Chairman)

Councillors: J. Battersby J. Browning S. Cole J. Devonald  
C. Feetham B. Freeman L. Mendoza J. Reynolds B. Vaz

Officers: P. Wicks (Locum Clerk)  
Public: None present  
Press: None present  
Other: EFDC Cllr N. Bedford

For correctness the committee agreed to bring forward items 02/18 and 03/18.

**02/18 To elect a Chairman of the Council and execute their Declaration of Acceptance of Office as Chair**

Cllr Mendoza nominated Cllr Birch as Chair and this was seconded by Cllr Battersby. There being no other nominations Cllr Birch was elected as Chairman.

**Voting** was unanimous.

**03/18 To elect a Vice-Chairman of the Council**

Cllr Birch nominated Cllr Reynolds as Vice-Chair and this was seconded by Cllr Mendoza.

**Voting** was unanimous.

**03/18 To note Cllr Patrick Bolden's resignation of office to the Council**

Cllr Bolden's resignation of office to the Council was duly noted.

**04/18 Apologies for absence**

Apologies were received from Cllrs Keska and Bicknell.

**05/18 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.**

None received.

**06/18 Public participation session on items previously notified to the Clerk.**

None received.

**07/18 Reports from District and County Councillors**

The Locum Clerk presented a verbal report from EFDC Cllr Keska. He reported that changes to the planning regulations consultation now has a return date of 6<sup>th</sup> June 2018. He suggests that the Chair of PEPROS meet with him in the near future to discuss. Noted by Members.

EFDC Cllr Bedford reported on the following items relating to Shelley Estate:-

- Various major items had been fly tipped on the Shelley Estate and they had been removed following an urgent request.
- Cllr Bedford requested it be minuted that disposing of rubbish is every ones responsibility and asked that if anyone witnesses fly tipping can they please report it. If safe to do so - taking a photograph of the incident is very helpful.
- An Estate visit will be booked for later in the year.
- He requested that the request for replacement kerbs and removal of some grass areas be followed up with ECC.

**08/18 To agree the Full Council Meeting Minutes of 18<sup>th</sup> January and 26<sup>th</sup> March 2018**

It was **PROPOSED** by Cllr Birch and seconded by Cllr Reynolds not to accept the minutes of the 18<sup>th</sup> January 2018 until clarification on item 86/17 was received.

Also Cllr Battersby stated that she had been present at the meeting but not recorded.

**Voting** was unanimous.

It was **PROPOSED** by Cllr Reynolds and seconded by Cllr Battersby that the minutes of the 26<sup>th</sup> March 2018 be accepted and duly signed as a correct record.

**Voting** was unanimous.

**09/18 Clerks Report**

**Community Grants**

Acknowledgement and thank you letter from St Clare Hospice for the £200 donation from OTC.

Noted by Members

**10/18 2018/19 Council/Committee Structure**

It was **PROPOSED** by Cllr Birch and seconded by Cllr Cole to make changes to the current council/committee structure as follows:

Full Council to meet once a month on the third Thursday of the month to deal with all general Council Business.

PEPROS to be re-named as the Neighbourhood plan Sub-Committee reporting to Council.

Staffing committee to remain.

Jubilee Park committee supported by the JP Working group to remain.

All other business to be considered at the monthly Council meeting.

The committee will no longer consider EFDC planning applications, however the planning applications will continue to be submitted to all councillors on the office's weekly bulletin.

**Voting** was unanimous.

Members agreed that the Neighbourhood Plan group should be sent weekly list of planning issues

**11/18 Timetable of Meetings 2018/19**

Cllr Birch **PROPOSED** and Cllr Freeman seconded that Full Council will meet on the third Thursday of each month at 8pm. Staffing, Jubilee Park Steering Group, Jubilee Park working group and Neighbourhood Plan Steering Committees would be held as and when required.

**Voting** was unanimous.

Members agreed to reinstate Standing Orders with respect to meeting dates and times.

**12/18 To appoint members to Council Committees**

• **Jubilee Park Steering Committee**

It was **PROPOSED** by Cllr Freeman and Cllr Feetham seconded that Cllrs Browning, Freeman, Mendoza, Vaz and Devonald be appointed to the Jubilee Park Steering Committee.

**Voting** was unanimous.

• **Staffing Committee**

Cllr Freeman **PROPOSED** and Cllr Mendoza seconded that Cllrs Browning, Feetham, Battersby, Mendoza, Vaz and Bicknell be appointed to the Staff Committee.

**Voting** was unanimous.

• **Neighbourhood Plan sub-committee**

Cllr Birch **PROPOSED** and Cllr Freeman seconded that Cllrs Vaz, Mendoza, Feetham and Reynolds be appointed to the Neighbourhood Plan sub-committee.

**Voting** was unanimous.

**13/18 To appoint Chairmen and Vice Chairmen to the Council Committees**

• **Jubilee Park Steering Committee**

Cllr Freeman **PROPOSED** and Cllr Mendoza seconded that Cllr Browning be appointed as Chair to the Jubilee Park Steering Committee.

**Voting** was unanimous.

Cllr Freeman **PROPOSED** and Cllr Devonald seconded that Cllr Mendoza be appointed as Vice Chair to the Jubilee Park Steering Committee.

**Voting** was unanimous.

• **Staffing Committee**

Cllr Birch **PROPOSED** and Cllr Mendoza seconded that Cllr Feetham be appointed as Chair to the Staffing Committee.

**Voting** was unanimous.

Cllr Battersby **PROPOSED** and Cllr Mendoza seconded that Cllr Browning be appointed as Vice Chair to the Staffing Committee.

**Voting** was unanimous.

**14/18 To appoint representatives to outside bodies and consider the reporting of these activities**

Cllr Birch **PROPOSED** and Cllr Cole seconded that the amended list of representatives to outside bodies attached to these minutes be agreed and that written reports will be reported to Full Council by members.

**Voting** was unanimous.

**15/18 Review of the Terms of Reference for committees, sub committees and working groups.**

Cllr Birch **PROPOSED** and Cllr Freeman seconded that the review of the Terms of Reference for committees, sub-committees and working groups be deferred pending the outcome of 10/18.

**Voting** was unanimous.

**16/18 To review the Council's current Annual Subscriptions**

Cllr Birch **PROPOSED** and Cllr Freeman seconded that the review of the Council's current Annual Subscriptions be deferred pending information on the effectiveness and their worth to the Council.

**Voting** was unanimous.

**17/18 Model Standing Orders 2018 (England)**

Cllr Birch **PROPOSED** and Cllr Reynolds seconded that consideration of an action plan to review the new Model Standing Orders be deferred. Cllrs Birch, Reynolds and Battersby agreed to form a working group to discuss a way forward.

**Voting** was unanimous.

**18/18 General Data Protection Regulation**

The Chairman suspended standing orders to allow Councillor Bedford to comment on this Item - agreed by members.

The Chairman reinstated standing orders after Cllr Bedford had spoken to progress the meeting - agreed by members.

Cllr Birch **PROPOSED** and Cllr Freeman seconded that this item be deferred and agreed that a working party be formed to discuss a way forward. Cllrs Cole, Battersby, Feetham and Vaz agreed to accept this role.

**Voting** was unanimous.

**19/18 Payroll Services**

The information from James Todd & Co was considered and it was noted that their Terms of Engagement with various forms had been received. Their service and performance to be monitored.

**20/18 Sunday Market – Pleasance car park**

Cllr Freeman **PROPOSED** and Cllr Reynolds seconded to agree in principle (pending agreement from EFDC portfolio holders) to the request from Ongar Town Forum to hold a Sunday Market in the Pleasance car park

**VOTE:**

For 9

Against 1

The meeting closed at 9.30pm

Signed:

Dated: