



MINUTES OF THE FULL COUNCIL MEETING
Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR
On Thursday 21 JUNE 2018

Before the meeting opened, the Chairman reported the unexpected death of Dennis 'Bean' Oliver who had worked for the Council for eight years as a Groundsman. The Council observed two minutes silence.

21/18 Those present and apologies for absence

Present: D Birch (Chairman)

Councillors: Browning, Cole, Feetham, Mendoza, Battersby, Vaz, Devonald

Also present Mr Letch, Locum Clerk

Public: None present

Press: None present

Resolved. Apologies were accepted from Cllrs Bicknell, Keska, Reynolds and Freeman. Proposed Cllr Birch seconded Cllr Browning and carried unanimously

22/18 Cllr Bicknell

The Council noted that Cllr Bicknell will not be able to attend meetings until further notice and apologies would be accepted.

23/18 Declaration of Disclosable Pecuniary Interests.

There were no declarations of interest.

24/18 Public participation session with respect to items on the agenda previously notified to the Clerk.

There were no members of the public present

25/18 Clerks Report

PLANNING APPLICATION WITHDRAWN

EPF/2946/17 – 1 Bushey Lea, Ongar

Retrospective application for boundary wall.

EPPING TOWN COUNCIL

Neighbourhood Plan attached is attached to the report, please make any comments by 31.07.18.

ONGAR MILLENNIUM HISTORY SOCIETY

Notification that OMS have declined Ongar Town Council's offer to use the Chapel for use as a Museum at a peppercorn rent.

UNITED REFORMED CHURCH

Invitation to view and talk about proposed plans for Livingstone Hall and 'The Taylor Gallery' on Tuesday 26th June 2018 at 6.30 pm.

PUBLIC INFORMATION EVENT – Road Improvement Schemes

To be held at the Budworth Hall, Friday 20th July 2018 between 11 am and 9 pm and hosted by Ringway Jacobs UK on behalf of Essex County Council.

EFDC PLANNING APPLICATIONS

Weekly Planning Application lists will appear on Ongar Town Council's website.

POLICE DROP-IN MEETINGS

Drop-in meetings will be held at Jubilee Park Pavilion, Love Lane, Ongar the second Monday of each month.

The first meeting will take place on Monday 9th July at 7.30pm.

PC Paul Harrison, the Ongar Neighbourhood Officer will be in attendance and requests residents to provide any incidences or evidence for investigation within the local community.

NOTICE OF VACANCY – Marden Ash Ward

Notices have been posted advertising a vacancy that has occurred in the office of Town Councillor due to the resignation of Cllr Patrick Bolden.

ANNUAL REPORT DISTRIBUTION

All councillors note this document needs to be delivered before the end of June 2018.

26/18 Reports from District and County Councillors

There were no updates given.

27/18 To agree the Full Council meeting minutes of 18th January 2018

Resolved. With the following amendments, the minutes were approved as a true record. Proposed Cllr Birch seconded Cllr Browning.

Amendment to attendance Cllr Battersby was present.

To agree the Annual Council meeting minutes of 10th May 2018

Resolved. The minutes were approved as a true record. Proposed Cllr Birch seconded Cllr Browning and carried unanimously.

To agree the Planning, Environment, Public Relations and Open Spaces committee meeting minutes of 26th April and 10th May 2018

Resolved. With the following amendments, the minutes were approved as a true record. Proposed Cllr Browning seconded Cllr Battersby and carried unanimously.

Amendment Page 3 to read. Cllr Browning PROPOSED and Cllr Mendoza seconded that Cllr Battersby be appointed as Vice Chair to the Staffing Committee.

28/18 Finance Reporting

- To receive a list of all payments up to the end of May 2018
- To receive a list of budgetary information on all accounts

Cllr Cole asked the clerk to review the cost of van insurance.

The Clerk was asked to provide more information on cost code 4075 professional charges.

Resolved. The council approves the finance reports as published. Proposed Cllr Birch seconded Cllr Browning and carried unanimously.

- To review and appoint current bank signatories (current list attached)

Resolved. Cllr Bolden is removed from the list of signatories and Cllr Birch is added. The forms were

amended and approved in the presence of the Locum Clerk. Proposed Cllr Browning seconded Cllr Mendoza and carried unanimously.

29/18 Internal Audit Report 2017/18 Update

The Council reviewed and noted the Internal Audit Report and approved the action plan attached:
The Clerk will bring Financial Regulations and Standing Orders to the next meeting for review.
The risk assessment report will be reviewed and resubmitted to the next meeting.
The Jubilee Park working group will review cash handling and make recommendations for improvements

Resolved. The Internal Audit action plans is approved for implementation. Proposed Cllr Browning seconded Cllr Birch and carried unanimously.

30/18 Community Grant Policy

To review the Community Grant Policy.

Resolved. The council adopted the policy with the changes given below. Proposed Cllr Birch seconded Cllr Battersby and carried unanimously

The council will approve retrospective grant application at their discretion. Closing date will become 30th September for decision by full council by 31st October. All decisions will be made by full council.

31/18 Training

To consider and agree renewing staff first aid training.

Resolved. The Council will appoint EALC to provide first aid training for £100. Proposed Cllr Birch seconded Cllr Browning and carried unanimously.

32/18 Playground Inspection Reports

To note playground reports on the following play areas:
Shelley Park, St Peters Avenue, Skate Park, Basons Lane, Cerizay Park, Greensted Park, Greensted Road, Jubilee Park playground, Love Lane

The council noted the reports and agreed that the medium and high risk findings would be prioritised and managed now. A more considered approach would be taken by a working party that will look at the medium and long-term consequences of maintaining the sites, consider the funding necessary to upgrade or refresh the sites, and ensure that a suitable maintenance scheme is followed.

Resolved. The work required to remedy the issues raised in the report will be considered by a working party of Cllrs Cole, Feetham with others to be co-opted as required. Proposed Cllr Battersby seconded Cllr Birch and carried unanimously.

33/18 Neighbourhood Plan Sub Committee

To receive an up to date report on the Neighbourhood Plan.
It was agreed that this would become a standard agenda item.
It was confirmed that the Committee had applied for a grant of £9,000 from the locality fund.

34/18 St Martins Church

To consider and review costing of painting the church railings.
It was confirmed that the work had been approved by a previous meeting. The Clerk was asked to contact the approved contractor and arrange for the work to be done.

35/18 Outside Timber Items

To consider the treatment of all OTC gates, posts and fencing.

The Clerk will ask the Groundsman to identify any outside timber in need of painting as a low priority.

36/18 Litter Bin

To consider provision of a litter bin adjacent to Jubilee Park recreation field picnic benches.

Motion The Council authorises the provision of a litter bin adjacent to Jubilee Park recreation field picnic benches. With no proposer, the motion failed.

37/18 Matters to be raised by members for the next agenda

Standing orders

Financial regulations

Replacement of the seat destroyed by fire at Cerizay play area.

Brentwood road warning signs.

Works at Castle Street allotments and grant money expenditure.

Cemetery regulations and fees.

General Data Protection Regulation.