



MINUTES OF THE FULL COUNCIL MEETING
Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR
Thursday 19th July 2018

38/18 Those present and apologies for absence

Present: Cllr Birch (Chairman)
Councillors: Freeman. Keska, Mendoza, Battersby, Reynolds Vaz, Devonald
Also present Mr Letch, Locum Clerk
Public: Four members of the public
Press: None present

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

39/18 Declaration of Disclosable Pecuniary Interests.

There were no declarations of interest.

40/18 Public participation session with respect to items on the agenda previously notified to the Clerk.

No items have been reported

41/18 Clerk's Report

The Council noted the Ledbury decision

42/18 Correspondence

Request for parking restrictions.

Resolved The Council will write to the North East Parking Partnership requesting them to begin the process for implementing parking restrictions in Longfields. Proposed Cllr Keska seconded Cllr Battersby.

Ongar Town Festival

It was noted that the event is very successful and popular and deserving of support, but would require more detail about costs with a view to identifying sources of funding for those items requiring purchasing or rental. The clerk will request additional information for consideration at a later meeting

Resolved. The Council will request further information Proposed Cllr Cole seconded Cllr Battersby and carried unanimously.

A resident has requested support in relocating the wooden building at weighbridge court. The Council will note the request and offer such support as may be required.

43/18 Consultations

The Draft homelessness strategy was noted.

44/18 Reports from District and County Councillors

Cllr Keska reported that an attempt to challenge the local plan process has been overturned by the High Court and the plan is now ready for submission to the inspector.

45/18 To agree the Full Council meeting minutes of 21st June 2018

It was confirmed that Cllr Cole was present.

Resolved. With the above amendment, the minutes of Full Council Meeting held on 21st June are approved as a true record. Proposed Cllr seconded Cllr and carried unanimously

46/18 Finance Reporting

a. The payments up to the end of June 2018 were noted.

b. The budgetary information on all accounts was noted.

Resolved. The financial reports for June were approved. Proposed Cllr Birch seconded Cllr Cole and carried unanimously.

47/18 Standing orders

Two amendments have been made. Section 19 now reads a) a matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.

Section 20 remains as published, but both sections are now in bold as they are mandatory

- a) **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

Section 6a was amended to read “The Chairman of the Council or in his absence the Vice Chairman may convene an extraordinary meeting of the Council at any time.

Resolved. The council approves revision 2.1 of standing orders for adoption. Proposed Cllr Birch seconded Cllr Reynolds and carried unanimously

48/18 Financial regulations

The document has been amended to remove references to “committee”, “Finance Committee”, “Finance and HR Committee” and replace with “Council”. All references to the “Chair of XYZ committee” have been removed.

Deleted the line “If the Council does not wish, or is not able to make a virement then it must submit a request with supporting information to the Finance and HR Committee for supplementary estimate, the costs to be met from the Council’s resources.”

Deleted the section “to any person not authorised in writing by the Council or a duly delegated committee” from “No employee or Councillors shall disclose any PIN or password relevant to the working of the Council or its bank accounts.”

Resolved. The council approves revision 2.1 of standing orders for adoption. Proposed Cllr Battersby seconded Cllr Devonald and carried unanimously

49/18 General Data Protection Regulation.

To receive an update on progress and compliance
To be deferred to next meeting

50/18 Risk assessment.

To review current risk assessment arrangements and agree work programme for future assessment.

It was noted that the LCAS system in current use was a very powerful and competent system but it

requires more involvement from staff in assessing the risks and councillors in approving the mitigations and action plans. Support for staff will be available from Councillors

51/18 To consider quotes for replacement bus shelter.

The council has previously agreed a price of £4870 for a like-for-like replacement of the shelter outside the Four Wantz but that did not include removal and clean-up. It is known that this site is prone to vandalism and a robust design is required.

Resolved. The council approves the purchase of a Shelter Solutions domed roof shelter with metal sides and a bench seat within the budget of £5,000. Proposed Cllr Birch seconded Cllr Battersby and carried unanimously.

52/18 To consider commissioning works to trees at Shakletons

It had previously been agreed to instruct the Council's solicitor to investigate the ownership of the land on which the trees stand. Previous decisions on land ownership have been challenged by neighbours, so a resolution to the ownership must be agreed before the work can be undertaken.

Resolved. The Council appoints PC Conveyancing solicitors' practice to liaise with the residents to establish and agree the boundary up to a maximum of £500. Proposed Cllr Birch seconded Cllr Cole and carried unanimously.

Resolved. The Council approves the appointment of an arboricultural specialist to assess the trees on either side of the footpath. Proposed Cllr Reynolds seconded Battersby and carried unanimously.

53/18 To compare, consider and review cemetery fees and charges

The Clerk will tabulate the comparison of fees and charges for consideration at a later meeting.

54/18 Open spaces

- a. Replacement of the seat destroyed by fire at Cerizay play area.
The Clerk will research ownership of the bench for consideration at a later meeting
- b. Replacement or repair of vandalized fence around recreation field
The Grounds supervisor will provide a specification and indicative price for replacement fencing.
- c. Brentwood road warning signs.
Cllr Keska reported that the Local Highways Officer will be visiting the site to assess the requirements.
- d. Works at Castle Street allotments and grant money expenditure.
It has been confirmed that the defective raised beds have been removed, but the contractor has not refunded the money for inadequate work. Before appointing an alternative contractor, a new specification of work will be prepared. The Clerk will recover the money, advertise the specification, then appoint an alternative contractor and establish the status of the grant funding.

55/18 Neighbourhood Plan Sub Committee

- a. To receive an up to date report on the Neighbourhood Plan.
- b. It was agreed that this would become a standard agenda item.
The Clerk will resend the update on the neighbourhood plan for consideration at a later meeting. It was confirmed that the grant application is under consideration. Outstanding queries about printing, architect, and consultancy have been addressed and a decision is awaited.

56/18 Action list

Progress on current works was noted. Councillors are asked to remind the office of any work that is not on the list.

57/18 Items for next agenda.

Allotment management
General Data Protection Regulations carried forward
White lines outside the Two Brewers.