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**MINUTES OF THE FULL COUNCIL MEETING.**  
**Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR**  
**Thursday 20<sup>th</sup> September 2018**

*Before the meeting opened, the winners of the best-kept allotments 2018, received their presentation certificate and prize from the Vice Chairman.*

**84/18 Those present and apologies for absence**

Present: Cllr Reynolds (Chairman)  
Councillors: Browning, Freeman, Feetham, Devonald, Vaz.

Also present Michael Letch, Locum Clerk  
Two members of the public  
Essex County Councillor McEwan

**Resolved.** Apologies were accepted from Cllrs Battersby, Birch, Cole, Keska and Mendoza.  
Proposed Cllr Reynold seconded Cllr Browning and carried unanimously.

**85/18 Declaration of Disclosable Pecuniary Interests.**

Cllr Feetham declared an interest as a trustee of the Charity  
Cllrs Browning and Devonald declared interests as members of the Charity  
Cllrs Reynolds declared interests as an allotment holder

**86/18 Public participation session with respect to items on the agenda previously notified to the Clerk.**

There was one request to speak notified to the Clerk: a resident commented on the loan being discussed in 93/18. Concern was expressed that the matter was initially considered in private session. The Council were asked to provide further information before the decision is made. The decision should be based on a business plan from the charity.

Concern was expressed that the withdrawal from reserve was not compliant with Government guidelines and would leave the council beneath the recommended reserve level of £150,000 based on the precept of £300,000.

**87/18 Clerks Report**

St Martins closed churchyard update.

Following the collapse of a brick crypt in the closed churchyard, a faculty is required from the Diocese before remedial work is undertaken. An application has been made and once granted, repairs can be undertaken

Domain name registration.

The Town Council was without website and email on 12<sup>th</sup> – 13<sup>th</sup> September as the domain name had been suspended. The problem has been resolved, but does highlight the need to review the Council's ICT contracts.

To note the resignation of Amanda Laws. The Council thanked Mrs Laws for her valuable work over the last four years and wished her well in her future career.

**88/18 Correspondence**

St Andrews Church request for funding.

The Clerk reminded the council that legal topic note LO18 from the National Association of Local Councils has advised that a local authority has no power to award grants to the church. Therefore the request should be declined.

Complaints about the entry restrictions on Jubilee Park entrance.

Verbal complaints about the difficulty in driving through the width restrictions at Jubilee Park have been received but have not yet been followed-up in writing. Cllr Reynolds reminded the council that the restrictions were wide enough to allow a domestic vehicle through, but other methods of securing the site will be considered.

Planning application at 13 Shakletons

The correspondence was noted and the correspondent was advised to contact the planning authority. Cllr Vaz will review the concerns and liaise with the correspondent.

**89/18 Consultations**

None submitted

**90/18 Reports from District and County Councillors**

Essex County Councillor McEwan reported that the Chairman of the Community Care Group and the Chief Executive of Princess Alex Hospital are optimistic that there will be a new hospital at junction 7a of the M11 or in Hertford.

Following another restructuring, all County Councillors are now on the local highways panel.

**91/18 To agree the Full Council meeting minutes of 18<sup>th</sup> August**

**Resolved.** The minutes of Full Council Meeting held on 18<sup>th</sup> August are approved as a true record. Proposed Cllr Reynolds seconded Cllr Vaz and carried unanimously by those present.

**92/18 To agree the Full Council meeting minutes of 23<sup>rd</sup> August 2018**

**Resolved.** The minutes of Full Council Meeting held on 23<sup>rd</sup> August are approved as a true record. Proposed Cllr Reynolds seconded Cllr Browning and carried unanimously by those present.

**93/18 Staffing issues and costs concerning Jubilee Park**

Having declared an interest, Cllr Feetham left the room.

Cllr Reynolds read a prepared statement appended as attachment to these minutes.

The Clerk advised the Council that a withdrawal of £30,000 from the general reserve would lower funds to £73,000. The recommended reserve for a precept of £300,000 would be £150,000. The advice was noted by the councillors.

Cllr Browning reminded the council that OTC spent £9,000 on cricket maintenance which has now been taken over by the Charity

Cllr Freeman noted that the expenditure was necessary to stop the Council budget bearing the continuing losses from Jubilee Park, so the loss from reserves would be recouped from future savings.

**Motion.** The Town Council provides start-up finance to the Ongar Community Sports Trust for year one

(2018-19) of £30,000 and for year two (2019-20) of £14,000 in the form of an interest-free loan over twenty-five years with the first repayment due after five years and with £5,000 being made available before the proposed take-over date. Proposed Cllr Reynolds seconded Cllr Vaz and carried unanimously with two abstaining for declared non-pecuniary interest.

**Motion.** The Council approves virement of £30,000 from earmarked reserve code 340 to fund the 2018 payment with the money being replenished over three years by savings from JP transfer at £10,000 each budget year. Proposed Cllr Reynolds seconded Cllr Freeman and carries unanimously with two abstaining for declared non-pecuniary interest.

Cllr Feetham returned to the meeting.

**94/18 Finance Reporting**

- a. The Council noted a list of all payments up to the end of August 2018.
- b. The Council noted a list of budgetary information on all accounts.

**Resolved.** The Council approves the budgetary information for August. Proposed Cllr Reynolds seconded Cllr Browning and carried unanimously.

The Council thanked the Locum Clerk for his work in reorganising the accounts and budget.

**95/18 To consider using the land at Love Lane for an allotment project**

The tenants in the Love Lane office have requested that they be allowed to use the apron of land at the rear of the site for a smallholding that can be used as part of a health improvement initiative.

It was noted that the land was part of the fields in trust covenant, and it was recommended that the decision would be transferred to the trustees. The clerk will advise that the Charity would consider the matter.

**96/18 Litter innovation proposal.**

To consider applying for the [litter innovation fund](#)

The fund was noted and it was agreed that the Council would seek opportunities to access the fund.

**97/18 To review the decision to install a litter bin on the recreation field,**

A proposal was made and rejected in minute 36/18 to install a litter bin on the recreation field. Further information will be offered for the council to reconsider matter.

**Resolved.** The Council approves the purchase of a vandal- proof bin for recreation field for an installed cost of £350. Proposed Cllr Reynolds seconded Cllr Browning and carried unanimously.

**98/18 To review allotment rules and regulations**

Cllr Reynolds declared an interest and left the room. Cllr Browning was nominated as Chairman pro tem by Cllr Freeman, seconded by Cllr Feetham and carried unanimously.

**Resolved.** The Council approves the regulations for adoption. Proposed Cllr Feetham seconded Cllr Freeman and carried unanimously with Cllr Reynolds abstaining.

**99/18 To review allotment prices for the year 2019 - 20**

**Resolved.** The Council approves the revised prices for adoption. Proposed Cllr seconded Cllr and carried with Cllr Reynolds abstaining.

Cllr Reynolds returned to the meeting and resumed as Chairman.

**100/18 Open spaces**

There were no reports to receive.

**101/18 Remembrance day**

It was noted that the Council Chairman was leading the work and the matter would be concluded by the Chairman and office staff.

**102/18 Epping Forest Liaison Committee report.**

Cllr Feetham attended the meeting on 10<sup>th</sup> September 2018. Two items to consider.

The District Council wish to recruit and train volunteers to work with the community.

Planning officers will be using delegated powers unless the decision was called-in by the District Councillor who could challenge on material planning concerns.

**103/18 Neighbourhood Plan Sub Committee**

There will be a public meeting in the Budworth Hall to present the Neighbourhood Planning work and receive feedback from residents.

The Chair of the Neighbourhood Planning working group will be asked to submit the minutes of group for consideration of the council.

**104/18 Action list**

To note that Phil Wickes is no longer working for the council. The Council thanked Mr Wickes for his contribution and wished him well for the future.

**105/18 Items for next agenda.**

Draft Budgets

Resurfacing High Street

**Meeting Closed at 9.27 p.m.**

**Attachment one: Cllr Reynolds prepared statement**

**FULL COUNCIL MEETING - 20th. SEPTEMBER 2018 - AGENDA - ITEM 93/18**

In August 2014 the previous Council made the decision to take over the running and management of what is now called Jubilee Park. It was obvious to some residents that the venture would be a financial disaster. The business plan which included membership fees of £8k, predicted a first year loss of £20 k. Membership was abolished therefore the anticipated first year loss increased to £28k. Taking in to account expenditure which was not included in the business plan, the deficit was substantially more than £28k

From November 2014 when a manager was employed and through the first year of trading, the General Reserve fund was used to provide finance. There was no established means in place to repay that money. It is also worth noting that 50% of a Public Works Loan taken out for Jubilee Park maintenance was used for general running expenses.

On the 7th. July 2016 this Council made the decision to proceed with the formation of a charitable body to run Jubilee Park. The first meeting between ten Trustees, two councillors, the OTC locum clerk, the Jubilee Park ground supervisor and an independent accountant took place on the 13th. December 2016. From June 2017 the Trustees started to analyse the Jubilee accounts and realised that financial assistance would be necessary to start operating. The first forecast produced by the Trustees was in September 2017. This was carried out without in depth knowledge of the Jubilee Park cost sheets.

This forecast was reworked to produce a two year requirement at a substantially reduced figure.

On the 18th. January 2018 this Council made the decision to "agree in principal to provide initial funding to OCST starting with those relating to their legal costs."

On the 5th. June 2018 the Chairman and I had a meeting with the OTC Auditor who approved the course of action being taken over the running and management of Jubilee Park. The provision of the initial funding for OCST would be provided in the first instance from the General Reserve, and start to be replenished from the unused balance from the JPSC budget plus the saving in office staff costs. There would also be the guarantee that trading losses would not have to be funded from the General Reserve.

In conclusion, I would like to make it clear that funding provided to OCST before their take over will be deducted from the year 1, agreed finance.