



**MINUTES OF THE FULL COUNCIL MEETING.
Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR
Thursday 16th August 2018**

Before the meeting opened, the Chairman reported the death of Janet Bicknell who served as a Councillor for three years. The Council observed two minutes silence.

58/18 Those present and apologies for absence

Present: Cllr Birch (Chairman)
Councillors: Freeman, Mendoza, Reynolds, Vaz, Feetham.
Cllr Keska, until item 65/18
Also present Michael Letch, Locum Clerk

Resolved. Apologies were accepted from Cllrs Battersby, Browning, Cole, and Devonald.

59/18 Declaration of Disclosable Pecuniary Interests.

Cllrs Reynolds and Vaz declared a non-pecuniary interest in 69/18

60/18 Public participation session with respect to items on the agenda previously notified to the Clerk.

No items have been reported.

61/18 Clerks Report

Nothing to report that is not covered by other items.

62/18 Correspondence

Spice Masala. The Complaint will be dealt with by Epping Forest Planning Enforcement.
Council finance. The Clerk will write to the enquirer to clarify the matters raised.
CCTV installation request. In reply to a request to install a dummy CCTV camera it was agreed that the Council would refuse the request and instruct the Clerk to write refusing permission and recommending that the enquirer approaches the Police requesting a live camera.

Resolved. The Council refuses permission to install a dummy camera on a Town Council maintained surveillance pole. Proposed Cllr Freeman seconded Cllr Keska and carried unanimously

63/18 Consultations

Licensing Act 2018 consultation was noted, no action required.

64/18 Reports from District and County Councillors

Cllr Keska reported that Epping Forest District Council has established a community hub for CCTV management in Epping town and appointed a Police officer to supervise the system. It was recommended that the Town Council arranges a meeting between Cllrs Mendoza, Birch and the scheme manager to seek guidance on Ongar Town Council CCTV management.

Cllr Keska and the Local Highways Officer reviewed the outstanding work programme for the Local Highway Panel. It was agreed that the survey of defects will be made available for review.

The Council was informed that the District Council has been considering restricting Councillors' access to

planning decision-making. It has been confirmed that objections will be called-in provided that there is at least one request from a non-council source.

Clr Vaz reported that the owners of 109 The Street will be installing a wooden fascia to hide the metal security panels which have been the subject of a complaint.

Clr Keska left the meeting.

65/18 To agree the Full Council meeting minutes of 19th July 2018

Resolved. The minutes of Full Council Meeting held on 19th July are approved as a true record. Proposed Cllr Birch seconded Cllr Reynolds and carried unanimously.

66/18 Finance Reporting

a. The Council received a list of all payments up to the end of July 2018.

b. The Council received a list of budgetary information on all accounts.

Resolved. The financial reports for July were approved. Proposed Cllr Reynolds seconded Cllr Mendoza and carried unanimously.

67/18 General Data Protection Regulation.

Resolved. The Council approves the privacy notice and email disclaimer for publication and adoption. Proposed Cllr Birch seconded Cllr Freeman and carried unanimously.

68/18 To approve the revised terms of reference for committees

The Item will be deferred to the September Meeting to allow further consideration.

69/18 To approve changes to the allotments.

To reduce the administration overhead, it is proposed that the work is shared between the Town Council and the Ongar Allotments and Gardening Society. The Council will retain administrative and legal responsibility while the society will manage the day-to-day service management. The tenancy agreement and allotment regulations will be revised to reflect the changes.

Resolved. The Council approves the establishment of a partnership with the allotment society to share management responsibility. Proposed Cllr Feetham seconded Cllr Mendoza and carried unanimously.

70/18 Appoint transport representative

Resolved. The Council appoints Cllr Mendoza as transport representative. Proposed Cllr Freeman seconded Cllr Birch and carried unanimously.

71/18 Insurance

The Council noted the renewal of insurance with WPS brokers as year two of a three-year agreement.

72/18 To compare, consider and review cemetery fees and charges

The Council considered the comparison of cemetery fees and noted that the difficulty in making like for like comparisons of the very different offers. On this basis, it was agreed to note them and review the Town Council's schedule as a policy matter, rather than as a comparison. It was considered that the council's priority would be to manage the cemetery to maintain availability for residents. It was agreed that the multiplier for non-residents would be increased from three to fourfold.

Resolved. The Council approved the recommended prices rounded-up to the nearest five pound and increase the non-resident multiplier to fourfold. Proposed Cllr Mendoza seconded Cllr Freeman and carried unanimously.

73/18 Distribution of annual report

The Council thanked Cllr Vaz for the work done so far but noted the Clerk's advice that changes to the Quality Council scheme meant there was no longer a requirement to produce and distribute a newsletter to all households.

Resolved. The Council will use social media and the local press for distribution with some copies available for collection in person. Proposed Cllr Birch seconded Cllr Freeman and carried unanimously.

74/18 Open spaces

To consider quotes for new play equipment at Love Lane

It was agreed that the decision would be deferred and the Clerk was asked to contact Harrington's to request a price for the groundwork to install play equipment purchased by the Council.

To note progress on deconsecration of the chapel at Love Lane

No progress has been made on this.

75/18 Neighbourhood Plan Sub Committee

It was noted that there was no formal report from the community group. Cllr Reynolds reported that there will be fifty to sixty policies in the plan. Information is being collated for incorporation in the final document. It was noted that the public consultation at Budworth Hall was booked for October and will be funded from the grant money which as yet, has not been received.

76/18 Action list

To be distributed with the minutes.

77/18 Items for next agenda.

Allotment Grant – money recovery and allocation

Chapel

Terms of reference

NP subcommittee recommendations

Allotments funding update

Meeting closed at 9.45 p.m.