



**Minutes of FULL COUNCIL meeting
Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR on
28th March 2019**

201/18 Those present and apologies for absence

Chair Cllr Birch
Councillors Battersby, Browning, Cole Feetham, Freeman, Mendoza, Vaz.
Apologies Cllrs Devonald, Keska, Reynolds. County Councillor McEwen, District Councillor Bedford
Also present Locum Clerk, Michael Letch. Office Manager Kate Smiles. Five members of the public.

Resolved. Apologies were accepted from Cllrs Devonald and Keska. Proposed Cllr Vaz seconded Cllr Browning and carried unanimously.

202/18 Declaration of Disclosable Pecuniary Interests.

There were no declarations of interest.

203/18 Public participation session with respect to items on the agenda previously notified to the Clerk.

A member of the public attended to speak on the matter of Cooper's Hill Car Wash. Speaking on behalf of the neighbours of the Cooper's Hill Car Wash who were asking for support challenging the high noise levels running from 8am to 7pm seven days a week. The neighbours have already made all feasible adjustments to insulate their houses against noise, but are unable to enjoy their garden.

204/18 Planning

EPF/0393/19 Proposed x3 no. additional canopies to provide more cover plus a car dryer with approved noise level.
1-3 Coopers Hill, Ongar (Car Wash)
The Council noted that the application was refused by Epping Forest District on 22nd March 2019.

The Council noted that there was a bigger issue than the application that has been refused and there was further work to be done in managing noise. The Council will write to Epping Forest District Council asking for more detailed information about how this is being managed and for their reasons for refusing 0393/19. The District Council will also be asked about the scope of the mail drop consulting with neighbours.

205/18 Correspondence

Invitation to participate in Stansted Airport Biodiversity Week.
The council noted the request and agreed to accept the silver birch trees for planting at the recreation ground provided they are pot-grown and suitable for planting at this time.

Letter from MP on implementation of weigh restriction orders.
It was agreed that the MP's intervention has opened-up an opportunity to work with the County Highways Department. The letter was noted and it was agreed that the new council could pursue the matter after the election.

The thank you letter from the 'Dementia friendly Bowls' was noted.

206/18 Consultations

None.

207/18 Reports from District and County Councillors

A written report was received from Cllr Bedford

I am already attending a meeting in Epping that evening about S106 Moneys and best use. I would Like to thank the Ongar town Council for their support over the last four years and also that both Paul Keska and myself have tried to overturn the cabinet decision on the new car parking charges . We also asked for the review to be bought forward. I tried to argue that Ongar is special and that not all communities are the same, different fees in different areas is s a good way forward. It was the District Council's view that they wanted to standardise fees and charges. So no luck there.

One resolution that was put to me after the meeting was "Would the Town Council be prepared to pay the £3K that is the expected revenue to be generated ". It's something they could think about for the next budget meeting in October. If you want to bring it forward, let me and Paul know so we can go back to the cabinet member with a proposal. It's an option that should be considered if parking costs are at the top of the Town councils concerns.

208/18 To agree the Full Council meeting minutes of 21st February 2019

Resolved. The minutes of Full Council Meeting held on are approved as a true record. Proposed Cllr Vaz seconded Cllr Feetham and carried unanimously.

209/18 Finance Reporting.

- a. The council noted the list of all payments up to the end of February 2019
- b. The council noted the lists of budgetary information on all accounts.

Resolved. The Council approves the budgetary information for February and notes the account balance of £9,919.24 agrees with the reconciliation. Proposed Cllr Browning seconded Cllr Battersby and carried unanimously.

210/18 Clerk's report

a. Minute numbering for full council

The Clerk explained that the council has previously followed the practice of numbering minutes according to the civic year ending in May at the annual meeting. Starting this year, the council will number minutes according to the calendar year so the suffix will correspond to the actual year.

b. Extension to cremated remains burial ground

The Council were advised that restoration work managed by the Grounds Supervisor has been completed and there is now the space to accommodate another one hundred cremated remains plots. The Council noted the work and thanked the Grounds Supervisor for managing the project.

211/18 To approve the employees handbook (Jan 19 v3)

Resolved. With the following amendment, the Council approves the employee's handbook for adoption as presented. Proposed Cllr Cole seconded Cllr Mendoza and carried unanimously.

Section 2.2 PPE should be worn when required by the Risk Assessment and Method Statement.

212/18 To approve training for staff.

- a. CiLCA training for Administration Assistant £490
- b. Attendance at Cemetery Training for Office Manager and Grounds Manager £110 per attendee.

Resolved. The Council approves the training courses for staff. Proposed Cllr Cole seconded Cllr Browning and carried unanimously.

213/18 To consider quotation for redecoration of council office.

- a. One quotation is attached for reference. If the work is of interest, Financial Regulation 11.2h will apply and two more quotations will be sought.

Resolved. The Council approves the expenditure up to £420 for the work with the clerk delegated to selecting the contractor following receipt of alternative quotes. Proposed Cllr Freeman seconded Cllr Battersby and carried unanimously.

214/18 Car Parking

- a. To note progress on the revised car park tariff.
- b. To consider options for long-term parking
- c. To consider actions to manage on-street parking

Concern was expressed about the increase in parking prices in the context of a failing high street.

There is a lot of residential property along the high street without allocated parking, so many spaces are taken by residents.

The current arrangement of cars parking at right-angles to the traffic flow should be stopped as it creates a hazard where parked cars have to reverse out into the road.

Unlike Epping, Debden and Waltham Abbey, Ongar does not have a requirement for commuter parking in the town, and this requires a different approach.

The Council will prepare a strategy on parking which will be presented to the District Council. To take matters forward Cllrs Mendoza, Browning and Battersby would bring some proposals to a later meeting.

215/18 To note date and arrangements for Town Twinning event.

The Council noted the dates and it was confirmed that the Chairman would attend. A small gift would be prepared by the Ladies Craft Group.

216/18 To consider a proposal for a conservation area.

The Council noted that as part of the Chipping Ongar Town Centre Conservation Area Appraisal, it would be helpful to request that the boundary of the chipping Ongar Conservation Area is reviewed with a view to including 42 and 44 Castle St. as it seems an anomaly excluding those properties at present and also the land extending up the High St just north of the northern gate.

The Manor-Church complex at Greensted (Greensted Hall and Church with its farm and outbuildings as a new Conservation Area). This grouping has had no new dwellings for over 300 years, until now. At present a new house is being erected with access from the Essex Way footpath (The Town Council were against this development). With recent activity in felling a sound veteran oak and various other clearances, it is anticipated that the same landowner is planning further developments which would irretrievably harm the grouping of grade 1, grade 2* and Grade 2 listed buildings further.

The Clerk will determine what process is necessary to include these sites in the conservation area.

217/18 Jubilee Park Steering Committee

With the successful creation of the sports charity, there is no further requirement for this committee.

Resolved. The Council dissolves the Jubilee Park Steering Committee with any residual decisions or

commitments reverting to the full council for determination. Proposed Cllr Battersby seconded Cllr Feetham and carried unanimously.

218/18 To consider a revised grant funding policy

Resolved. With the following amendments, The Council approves draft 0.1 of the grant funding policy for adoption from April 1st 2019. Proposed Cllr Browning seconded Cllr Feetham and carried unanimously.
Typo correction repetition in 'What happens next' to read *of the next council meeting*
Excluded precepting bodies to include both town and or parish councils
Recipients to publically acknowledge their grants

219/18 To consider amending the frequency of tree surveys.

The Council requested further guidance on costs and liabilities before setting the timetable.

220/18 CASTLE STREET ALLOTMENTS

a. 'Bags of Help' Tesco grant update.

The Clerk will follow-up the initial request for a refund of the money from the contractor who did the defective work, request an extension of six months on the grant by answering the questions posed by Tesco. Cllr Cole will clarify the availability of a champion to support the project, if completed.

221/18 Neighbourhood Plan Sub Committee

There was no update to consider this month.

222/18 Items for next agenda.

Carry forward items from previous meeting
18th April 2019 will be the final meeting before the election.

Meeting closed at 9.47