



**Minutes of the FULL COUNCIL meeting
Held in the COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR.
18th April 2019.**

223/18 Those present and apologies for absence

Chairman Cllr Birch

Councillors Battersby, Cole, Feetham, Keska, Mendoza, Vaz.

Also present Essex County Cllr McEwin, Locum Clerk Michael Letch, Office Manager Kate Smiles, three members of the public.

Resolved. Apologies were accepted from Cllrs Browning, Devonald and Freeman. Proposed Cllr Mendoza seconded Cllr Reynolds and carried unanimously.

224/18 Declaration of Disclosable Pecuniary Interests.

There were no declarations of interest. The Clerk reminded the Council that they were still in Purdah and should avoid controversial or contentious subjects.

225/18 Public participation session with respect to items on the agenda previously notified to the Clerk.

Three members of the public were present, but did not wish to speak.

226/18 Correspondence

The complaint about hedge damage at Onslow Gardens was noted. (See also 234/18) The Clerk will be writing to the occupant reminding them of the need to reinstate the hedge when works are completed.

Complaint about damage to Cerizay Park. The Clerk reported that the damage has been estimated at £1,800, and will be the subject of an insurance claim. The Council wish to get the Police involved in managing and preventing recurrence.

The Epping Forest DC recycling rewards were noted and it was agreed that the Scouts and Guides would be proposed.

227/18 Consultations

Policy E-Briefing PC6-19 – Audit Code of Practice. The Clerk reminded the Council that their external audit costs £1,000 and may not represent good value for money. The Clerk would be responding on behalf of the Council.

228/18 Reports from District and County Councillors

Cllr McEwin reported that Essex Police are appointing a co-ordinator to oversee the work being done to control the 'county lines' drug problem. The Council were reminded that the problem was wider than the teenagers and youths who are directly involved. The Councillors were encouraged to be vigilant and gather information about potential problems and pass it on to the Police.

Cllr Keska reported that the Police precept has increased, specifically to appoint another two hundred officers. The Town Council were reminded that they could fund a special constable, but funding does not guarantee attendance in the Town that funds them.

Epping Forest District Council have decided not to review the car parking charges for a year, but any long-term plans will depend on the outcome of the election.

229/18 To agree the Full Council meeting minutes of 28th March 2019

Resolved. The minutes of Full Council Meeting held on are approved as a true record. Proposed Cllr Mendoza seconded Cllr Cole and carried with two abstentions.

230/18 Finance Reporting.

a. The Council noted the list of all payments up to the end of March 2019

b. The Council noted the list of budgetary information on all accounts.

Resolved. The Council approves the budgetary information for March and notes the account balance of £2,936.54 agrees with the reconciliation. Proposed Cllr Feetham seconded Cllr Keska and carried unanimously.

231/18 Clerk's report

The software company that supports the accounting system will be onsite on 24th April to close-down the 2018-19 books and set-out the new accounting structure. The internal auditor will be onsite 21st – 22nd May to conduct his assessment of the year.

When the accounts are restated, the council should note that CCLA investment will be transferred from the general reserve to the asset register. This means that the cash reserve will appear to fall by £47k but the financial position will not change.

232/18 To receive an update on proposals to improve CCTV.

The Council considered a report prepared by Epping Forest District Council who would be the preferred controller for any future CCTV system. The Town Council's funding would extend the coverage of the existing system by integrating the new equipment with the District Council's system. Coverage of Shelley Park was considered and it was agreed that increasing the number of cameras to seven would provide the required additional coverage

Mobile, or temporary cameras can be used to manage specific problems, but permanent cameras must be sited to protect the Council's assets and can only be installed for a documented reason.

The cameras at Love Lane will be kept in their current positions and will be upgraded. An additional camera will be added to the recreation ground.

The Pleasance Play area will receive an additional camera. The High Street will have three cameras by the Cock Inn with coverage in all three road directions; High Street North, High Street South and Basons Lane.

The Camera at Ongar Bridge cannot be justified given current legislation as there is no clearly definable need for an installation at this site. As the Council does not need the camera, it will be offered to Bridge Street Motors if they want it. New cameras will be installed in the High Street to provide a view north and south at the lower end of the High Street.

Three quotes will be obtained and Epping Forest District Council will undertake the risk assessment, and governance work for the project when preparing the tender documents to obtain quotes.

The cameras on the Town Office and Chapel are outside the scope of the review.

Resolved. The council approves the report for adoption. Proposed Cllr Birch seconded Cllr Mendoza and carried unanimously.

233/18 To approve the mandate to change signatories for the CLA account.

Resolved. The Council approves the appointment of Mrs Smiles, Cllrs Feetham, Birch and Battersby as signatories in replacement of all previous authorities. Proposed Cllr Birch seconded Cllr Reynolds and carried unanimously.

234/18 To consider permissive access to land owned by the Town Council.

It has been confirmed that the Town Council owns the private roads that back onto Onslow Gardens and Shakletons. While there is no intention to refuse permission to cross where residents have created access to the roads, the Council must understand the implications of unauthorized access and take steps to establish a legal framework. The Council will also need to get advice on their responsibilities as a tenant of Castle Street allotments; does responsibility for access lie with the landowner or tenant, if it the landowner should the Town Council advise them?

Resolved. The council will seek advice on the correct way to manage access to the council's land. Proposed Cllr Birch seconded Cllr Battersby and carried unanimously.

235/18 To consider making an application to the Community Initiative Fund.

Resolved. The Council will make application for grants to fund-
Matting to protect the grass around the kick wall.
Interpretation sign at the railway station to guide visitors.
Proposed Cllr Reynolds, seconded Cllr Cole and carried unanimously.

223/18 Fees for donkey rides (carried forward from February)

Resolved. The Council approves a fee of £2 for a donkey ride. Proposed Cllr Birch seconded Cllr Feetham and carried unanimously.

236/18 To receive an update on the provision of a Splash Park (carried forward from February)

The Council has received a request from Ongar Neighborhood Plan Committee that the matter is deferred. It was considered unlikely that the Town Council could fund or manage a facility and the District Council would have to lead the project. The Council were reminded that there was an accessible splash park at Ashlyns play barn, North Weald.

237/18 Seating at Ongar Bridge bus stop. (carried forward from February)

Resolved. The Council will fund the installation of a wooden seat cover to the existing installation funded by the S106 monies provided for shelter management. Proposed Cllr Birch seconded Cllr Vaz and carried unanimously.

224/18 To receive an update on the road sweeping programme (carried forward from February)

Cllr Keska reported that there are two teams; one for the high street and one for side roads. Both are scheduled for inspection fortnightly, but work will only be done if necessary. The work is under contract to Biffa, and it may not be practicable to agree a variation to the work programme. The Council were advised to defer any correspondence until after the election and appointment of the new Chief Executive.

225/18 To consider works to the Sports Club building.

- a. To note a grant application made by the Ongar Community Sports Trust.
- b. To consider an application to undertake works on the toilets, bar and cellar of the Sports Club

Motion. The Council approves the grant application for £5,000. Proposed Cllr Reynolds. With no seconder, the motion failed.

226/18 Allotments

- a. To note a request to keep hens on an allotment.
The matter will be deferred until the council has agreed a policy on animal husbandry on the allotments.

- b. Castle Street allotment lease

The documentation has been received and will be signed.

227/18 Neighbourhood Plan Sub Committee

The draft neighbourhood plan is in the final stage and will be forwarded to the council for approval.

228/18 Items for next agenda.

Cost of servicing dog bins.