WILLINGALE PARISH COUNCIL

Clerk to the Council: C Milligan Email clerk@willingaleparishcouncil.org.uk

Notice of Full Council Meeting

You are summoned to attend the Full Council Meeting of Willingale Parish Council at The Village Hall, The Street, Willingale, Essex, CM5 0SN on **Tuesday 13th January 2026 at 8.00pm** for the purpose of transacting the following business.

C Milligan
Clare Milligan,
Clerk to the Council
7th January 2026

Chair – Cllr N Pavyer
Councillor Membership – D Stokes, L Fresco, J Bianchi, D Watson, S Bosworth and R Tilbrook.

The press and the public are cordially invited to attend.

AGENDA

26/001. Apologies for absence
To receive and agree apologies for absence.

26/002. Declarations of interests
To declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests relating to items on the agenda, having regard to the Code of Conduct for Members and having taken appropriate advice before the meeting.

26/003. Minutes of the Full Council meeting
To receive and agree the minutes of the Annual Full Council meeting held on 12th November 2025.

26/004. Public Question Time
The Chair will invite questions, comments and observations from members of the public present. A maximum time of 10 minutes will be allowed.

26/005. Reports from County and District Councillors
To receive any updates and reports from the County and District Councillors.

26/006. Clerk's Report
To receive an update report from the Clerk on matters from the meeting of 12th November 2025 which are not listed as agenda items.

26/007. Police Report
To receive a report from PC Warren Shepherd.

26/008. Financial Matters
To receive the following for ratification:

a. Bank balances, reconciliations and expenditure and income reports for November 2025 and December 2025.

b. To ratify the following payments already made in November 2025 and December 2025:

Headford Digital – WOIW printing - £183.64
HMRC November '25 - £85.20
Clerk's Salary November '25 - £165.04
Bank Services Chrgs - £4.25
HMRC December '25 - £85.20
Clerk's Salary December '25 - £156.94

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c. To ratify the following payments to be made in January 2026.

HMRC January '26 - £85.20
Clerk's salary for January '26 - £156.94
Village Hall – Hall hire 11th November 2025 - £32

26/009. Planning Matters

a. Decisions by Epping Forest District Council Planning department, to note the following:

November 2025

EPF/2095/25 Tarrymans, Birds Green, Willingale, Ongar, CM5 0PP Approval of Details Reserved by Conditions 3 Materials, 4 Surface Water Drainage, 5 Contaminated Land, 6, 7 and 8 Archaeology, and 10 Trees of EPF/0575/25 (Demolition of Existing Buildings and Erection of Replacement Dwelling). 18/11/2025 Split Delegated Decision.

December 2025

None for December.

26/010. Grant Application

To receive the grant application from St Christopher's PCC, to enable the PCC to continue to maintain the Essex Way footpath through the churchyard and the extensive roadside verge in the Street. Grant applied for £650. This is for discussion and decision on whether to award the grant or not.

26/011. Draft Budget 2026/27

To receive the draft budget and precept recommendation for consideration, discussion and agreement for 2026/27. To include looking at the reserves and deciding on whether to allocate funding to new projects. To discuss the website and emails and decide if a change is needed factoring this into the budget if needed.

26/012. Highways Matters

a) To discuss the bus shelter in Willingale and decide on any further steps to be taken.
b) To discuss the email received from Roxwell Parish Council regarding Essex Passenger Transport 'Love your Bus Grant Fund and decided on any actions to be taken.

26/013. Internal Auditor

To discuss the options for an internal auditor for financial year 2025/26 and agree which internal auditor to engage.

26/014. Play In the Park

To discuss and decide whether to hold another Play in the Park for Easter and/or for Summer.

26/015. Updates from Councillors and Matters for Information

To receive any updates from Councillors on any meetings, briefing or training they have attended. To receive ideas for items to be placed on future meetings.