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 10th March 2026 at 8.00pm** for the purpose of transacting the following business.

C Milligan
Clare Milligan,
Clerk to the Council
4th March 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

26/016. Apologies for absence
To receive and agree apologies for absence.

26/017. 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.

26/018. Minutes of the Full Council meeting
To receive and agree the minutes of the Annual Full Council meeting held on 13th January 2026.

26/019. 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.

26/020. Reports from County and District Councillors
To receive any updates and reports from the County and District Councillors.

26/021. Clerk's Report
To receive an update report from the Clerk on matters from the meeting of 13th January 2026 which are not listed as agenda items.

26/022. Police Report
To receive a report from PC Warren Shepherd.

26/023. Financial Matters
To receive the following for ratification:

a. Bank balances, reconciliations and expenditure and income reports for January 2026 and February 2026.

b. To ratify the following payments already made in January 2026 and February 2026:
Bank Chrgs – £4.25
HMRC January '26 - £85.20
Skippers – verge cutting - ££1,620.00
St Christopher's Grant - £650.00
Willingale Village Hall – Hall hire Nov '25 - £32
Bank Service chgs - £4.25.
Clerk's Salary January '26 - £156.94
HMRC February '26 - £85.20
Headford Digital – WOIW printing - £183.64

Willingale Village Hall – Hall hire Jan '26 - £32
Clerk's Salary February '26 - £156.94

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

HMRC March '26 - £85.20
Clerk's salary for March '26 - £165.04
Village Hall – Hall hire 10th March '26 - £32
Bank service chgs - £4.25

26/024. Planning Matters

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

January 2026

EPF/2307/25 Broadgates, Birds Green, Willingale, Ongar, CM5 0PN. Double storey rear extension. 07/01/2026 Approve with Conditions Delegated Decision

EPF/2442/25 Walnut Tree Cottage, Wood Lane, Willingale, Ongar, CM5 0QU. Grade II listed building consent for replacement render. 28/01/2026. Approve with Conditions. Delegated Decision

EPF/2363/25 Wardens Hall Estate, Wardens Hall, Fyfield Road, Willingale, Ongar, CM5 0QA. Construction of swimming pool, outbuilding, shed and greenhouse. Demolish 2 sheds. 28/01/2026 Approve with Conditions. Delegated Decision

EPF/2392/25 Spains Hall, Spains Hall Road, Willingale, Ongar, CM5 0QE. Erection of a detached single-storey cutting plant and butchery building (meat packing house), following the demolition of a freestanding concrete framed canopy structure within the farmyard. 30/01/2026 Refuse. Delegated Decision.

February 2026

None for February 2026.

b. To discuss how the Council looks at planning applications and decide on any changes required.

26/025. Internal Audit

To ratify the decision to have Heelis and Lodge to undertake the Councils Internal audit for financial year 2025/26.

26/026. Policies

To consider and agree the following policies:

- Training and Development Policy
- Statement of Internal Control
- Scheme of Delegation
- Health and Safety Policy
- Document Retention Policy
- Data Breach Process and Policy
- Anti-Harassment, Bullying and Dignity at Work Policy
- Co-option Policy and Procedures
- IT Policy
- Complaints Procedure
- Publication Scheme

26/027. Financial and Business Risk Assessment

To receive the updated risk assessment for discussion and agreement.

26/028. Asset Register

To receive and agree the Asset Register

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26/029. Affordable Housing
To receive an update on the Affordable Housing project and decide on any further actions.

26/030. Website and Email
To receive the quote for a new website and new emails for discussion and decision on whether to change and to which company.

26/031. 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.