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 9th September 2025 at 8.00pm** for the purpose of transacting the following business.

C Milligan
Clare Milligan,
Clerk to the Council
3rd September 2025

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

25/069. Apologies for absence
To receive and agree apologies for absence.

25/070. 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.

25/071. Minutes of the Full Council meeting
To receive and agree the minutes of the Annual Full Council meeting held on 8th July 2025.

25/072. 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.

25/073. Reports from County and District Councillors
To receive any updates and reports from the County and District Councillors.

25/074. Clerk's Report
To receive an update report from the Clerk on matters from the meeting of 8th July 2025 which are not listed as agenda items.

25/075. Police Report
To receive a report from PC Warren Shepherd.

25/076. Financial Matters
To receive the following for ratification:

a. Bank balances, reconciliations and expenditure and income reports for July 2025 and August 2025.

b. To ratify the following payments already made in July 2025 and August 2025:
ENIX Ltd – Eco Hosting Website Hosting - £84
Skippers Ground – Verge cutting - £1,620.00
Village Hall – Meeting 18th June 2025 – £19.50
HMRC July '25 - £82
Clerk's Salary July '25 - £161.02
Bank Service Chrgs - £4.25
Play Inspection Co. – Playground annual inspection - £132
Zurich Insurance – annual insurance - £540
Headford digital – WOIW printing - £190.54

HMRC – August '25 - £82
Village Hall Hire –
Clerk's Salary - August '25 - £152.92
Bank Service Chrgs - £4.25

c. To ratify the following payments to be made in September 2025.

HMRC September '25 - £82
Clerk's salary for September '25 - £161.02
Village Hall – Hall hire 9th September 2025 - £32

d. Clerk's salary

To receive the new pay scales for 2025/26 and decide on whether to increase the Clerk's salary and backdate the payment to April '25.

25/077. Planning Matters

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

July 2025

EPF/0622/25 Berry Lodge, Fyfield Road, Willingale, Ongar, CM5 0QA Proposed two storey side extension, Oak framed porch, new car port and garage conversion. alterations to fenestration. – Refused.

EPF/1123/25 Robins Wood, Birds Green, Willingale, Ongar, CM5 0PR Proposed first floor extensions above the existing single storey wings and proposed second storey extension above the main house. Proposed mansard roof and dormer windows.- Rufused

August 2025

None for Willingale

25/078. Highways Matters

To discuss any updates on Highway matters and agree next steps.

25/079. Affordable Housing Update

To receive an update on the Affordable Housing Project and decide on any further actions if required.

25/080. Internal Auditor

To discuss the options for an internal auditor for financial year 2025/26 and agree next actions.

25/081. 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.