WILLINGALE PARISH COUNCIL

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

Minutes of the Full Council Meeting.
The Council met at 8.02pm on Tuesday 13th May 2025 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.
Cllr N Pavyer chaired the meeting.
Present: Councillors L Fresco, J Bianchi, D Stokes, D Watson and S Bosworth.
In Attendance: The Clerk to the Council, Clare Milligan, and one member of the public.

25/038. Election Of Chair
Cllr Nick Pavyer was nominated as Chair. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

25/039 Chair to Sign the Declaration of Acceptance of Office
The newly elected Chair signed the Declaration of Acceptance of Office, the Clerk countersigned.

25/040 Election of Vice-Chair
Cllr D Stokes was nominated as Vice-Chair. Proposed by Cllr N Pavyer, seconded by Cllr L Fresco and agreed unanimously.

25/041Apologies for absence
Epping Forest District Councillor Cllr Ray Balcombe sent his apologies. There were no other apologies for absence. Cllr R Tilbrook did not attend the meeting.

25/042. Declarations of interests
There were no interests declared.

25/043. Minutes of the Full Council meeting
The minutes of the Full Council meeting held on 11th March 2025 were agreed and signed. Proposed by Cllr J Bianchi, seconded by Cllr L Fresco and agreed unanimously.
The minutes of the Extra Ordinary meeting held on 7th April 2025 were agreed and signed. Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously.

25/044. Public Question Time
The member of public had attended the meeting on behalf of the Village Hall Committee(VHC). They explained how the village hall roof was past its prime and that the committee were starting the process of trying to have it replaced. They advised how an energy efficiency survey had been completed, that there was no insulation for the roof and there was asbestos incorporated in the panels. The committee were thinking about possibly having solar panels installed as well as a way of looking at ways of reducing energy use and cost. £10,000 had already been raised but the cost of the roof would be far greater and therefore further funding was required. They asked if the Council would be able to help and if they had any ideas as to who they could approach for support. If the Council knew of any grants they may be able to utilise or expertise the Council could link the committee with. It was advised that a full structural survey of the building was needed along with a roof survey. The Council agreed to investigate further and see if they could pass on any information. Cllr N Pavyer advised that Ayletts Trust had successfully secured a grant for some of the works on the cottages and would speak to the Trustees about sharing details on how they'd gone about that in the hope it would be informative for the VHC. It was agreed to place this on the July agenda for further discussion.

25/045 Representative for External Bodies
The following representatives for the following external bodies were agreed

Village Hall Committee – Cllr L Fresco
Parish Police Forum – Cllr S Bosworth

Highways Forum – Cllr J Bianchi
EALC – Cllr D Stokes
Ayletts Trust – Cllr N Pavyer

25/046. Reports from County and District Councillors
There were no reports.

25/047. Police Report
Cllr N Pavyer read out the report from PC Warren Shepherd – advising between Feb and May 2025 there had been 11 calls with only 6 of those crimes being considered to have an impact on the community. During the same period in 2024 there were 13 calls with 7 which were considered to have an impact on the community.

25/048. Code of Conduct
The Code of Conduct was agreed to be readopted for 2025/26. Proposed by Cllr N Pavyer, seconded by Cllr L Fresco and agreed unanimously.

25/049. Standing Orders
The slightly amended Standing Orders were adopted for 2025/26. Proposed by Cllr D Stokes, seconded by Cllr J Bianchi and agreed unanimously.

25/050. Financial Matters
The following were received for ratification:
a. Bank balances, reconciliations and expenditure and income reports for March 2025 and April 2025.

All bank balances, reconciliations, expenditure were agreed for March 2025 and April 2025. Proposed by Cllr S Bosworth, seconded by Cllr J Bianchi and agreed unanimously.

b. The following payments already made in April 2025 were ratified:
Clerk's salary for April '25 - £193.92
HMRC April '25 - £41.00
Willingale Village Hall - March hall hire - £26.00
EALC Membership 2025/26 - £197.47
Bank Charges – £4.25
Bank Charges - £4.25
Proposed by Cllr S Bosworth, seconded by Cllr J Bianchi and agreed unanimously.

c. The following payments to be made in May 2025 were ratified:
Clerk's Salary for May '25 – £202.02
HMRC May '25 - £41.00
K Weare – Internal Auditor - £50.00
Village Hall – hire April 25 - £19.50
Proposed by Cllr S Bosworth, seconded by Cllr J Bianchi and agreed unanimously.

d. New Bank Account
The Clerk advised that the suggested Virgin Money Savings Account which she had been asked to look into was not suitable for local authority. It was agreed to leave the funds in the Lloyds TSB accounts.

e. Financial Regulations
The Financial Regulations for 2025/26 were agreed for adoption. Proposed by Cllr D Stokes, seconded by Cllr N Pavyer and agreed unanimously.

f. Internal Auditor
The Clerk advised that the current Internal Auditor would not be able to undertake the audit for 2025/26 therefore an alternative was needed. The Clerk advised she would ask other Clerk's who they use, and Cllr D Stokes said he would speak with the neighbouring Parish

Council. This will therefore come back to another meeting for ratification. Cllr N Pavyer thanked the Internal Auditor, Karen Weare, for all she had undertaken for the Council over the years she had been auditing the accounts.

25/051. Annual Accounts for the Financial Year 2024/25

a. The Annual Internal Auditors report was circulated and agreed for the financial year 2024/25.
b. The Annual Governance Statement was circulated and agreed for the financial year 2024/25.
c. The Accounting Statement was circulated and agreed for the financial year 2024/25.
d. The End of Year accounts were circulated and agreed for the financial year 2024/25.
e. The Council declared exemption from the requirement for a limited assurance review and approved the Certificate of Exemption for the financial year 2024/25.
All forms were signed by the Chair and the Clerk. All annual accounts were proposed by Cllr J Bianchi, seconded by Cllr L Fresco and agreed unanimously.

25/052. Village Hall and Meeting Dates

It was agreed to continue to use the Village Hall for the meetings of the Parish Council for 2025/26.
The following meeting dates for 2025/26 were agreed:
8th July 2925, 9th September 2025, 11th November 2025, 13th January 2025, 10th March 2025 and 12th May 2025.

25/053. Planning Matters

a. The following decisions by Epping Forest District Council Planning department were noted:

March 2025

No decisions for Willingale.

April 2025

EPF/0535/25 Robins Wood, Birds Green, Willingale, Ongar, CM5 0PR. Prior approval for the addition of a second floor.
29/04/2025 Refuse Delegated Decision

EPF/0483/25 Orchard Cottage, Shellow Road, Willingale, Ongar, CM5 0SS. Certificate of lawful development for a proposed detached outbuilding.
30/04/2022 Not Lawful Delegated Decision.

25/054. Highways Matters

The Clerk was asked to contact Skippers and ask them to cut the verges as soon as possible.

25/055. Neighbourhood Watch

There was no update on this matter.

25/056. Updates from Councillors and Matters for Information

It was agreed to add the Village Hall roof to the next Council agenda.

Date of next meetings

2025: 8th July, 9th September, 11th November.
2026: 13th January, 10th March and 12th May.

There being no further business, the meeting closed at 9.01pm

Signed:…… Chair Date:……