WILLINGALE PARISH COUNCIL

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

Minutes of the Full Council Meeting.
The Council met at 8.03pm on Tuesday 12th May 2026 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.

Cllr D Stokes chaired the meeting.
Present: Councillors S Bosworth, L Fresco and R Tilbrook.
In Attendance: The Clerk to the Council, Clare Milligan, and 1 member of the public.

26/032 Election of Chair
Cllr N Pavyer was nominated as Chair. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.

26/033 Chair to Sign the Declaration of Acceptance of Office
Cllr N Pavyer was not in attendance and will sign the Declaration on Friday 15th May 2026 at the Annual Parish meeting.

26/034 Election of Vice-Chair
Cllr D Stokes was nominated as Vice-Chair by Cllr S Bosworth, seconded by Cllr L Fresco and agreed unanimously. Cllr D Stokes signed the Declaration of Acceptance of Office, countersigned by the Clerk.

26/035 Apologies for absence
Reasons for apologies were received and agreed for Cllrs J Bianchi, N Pavyer and D Watson. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

26/036. Declarations of interests
Cllr S Bosworth declared a non-pecuniary interest in agenda item 26/048 Planning Matters "EPF/0623/26 Nether Spain Farm". There were no further declarations of interest.

26/037. Minutes of the Full Council meeting
The minutes of the Full Council meeting held on Tuesday 10th March 2026 were agreed and signed. Proposed by Cllr L Fresco, seconded by Cllr S Bosworth and agreed unanimously.

26/038. Public Question Time
There were no questions, comments from the public.

26/039. Representatives for External Bodies
The following external representatives were agreed:
Parish Police Forum – Cllr D Stokes and Cllr S Bosworth (Essex Farm & Rural watch)
Highways Forum – Cllr J Bianchi
EALC – the Clerk and Cllr N Pavyer
Ayletts Trust – Cllr N Pavyer
Proposed by Cllr D Stokes, seconded by Cllr R Tilbrook and agreed unanimously.

26/040. Reports from County and District Councillors
There were no County or District Councillors in attendance. The recent elections were discussed.

26/041. Police Report
There was no police report.

26/042 Code of Conduct
The unchanged Code of Conduct was agreed to be readopted. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

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26/043 Standing Orders

The unchanged Standing Orders were agreed to be readopted. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.

26/044. Financial Matters

The following were received for ratification:

a. Bank balances, reconciliations and expenditure and income reports for March 2026 and April 2026.

All bank balances, reconciliations, expenditure and income were agreed for March 2026 and April 2026. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

b. The following payments already made in April 2026 were ratified:

Clerk's salary for April '26 - £156.94
HMRC April '26 - £85.20
EALC Membership 2026/27 - £201.40
Bank Charges – £4.25
Bank Charges - £4.25
Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

c. The following payments to be made in May 2026 were agreed:

Clerk's Salary for May '26 – £165.04
HMRC May '26 - £85.20
Heelis and Lodge – Internal Auditor - £145.00
Village Hall – March '26 £32, May 12th - £32 and May 15th - £45 (est)
Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

d. Financial Regulations

The unchanged Financial Regulations were re adopted. Proposed by Cllr S Bosworth, seconded by Cllr D Stokes and agreed unanimously.

26/045 Independent Internal Auditor

A discussion took place regarding appointing an Independent Internal Auditor for financial year 2026/27. It was agreed to appoint Heelis and Lodge Auditors. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

26/046. Annual Accounts for the Financial Year 2025/26

a. The Annual Independent Internal Audit Report from Heelis and Lodge was discussed. It was agreed not to register with the ICO (Information Commissioners Office) given that no personal data is held aside from the Clerk's, that a specific Privacy Policy would be written and adopted and complete box 8 on the AGAR. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.
b. The Annual Governance Statement for the financial year 2025/26 was discussed, completed, agreed and signed. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.
c. The accounting statement for the financial year 2025/26 was discussed, agreed and signed. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.
d. The end of year accounts for the financial year 2025/26 were discussed and agreed. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.
e. It was agreed to declare exemption from the requirement for a limited assurance review. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

26/047 Village Hall and Meeting Dates

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It was agreed to continue using the Village Hall for all meetings. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously. The dates of the meetings for the municipal year were agreed: 14th July 2026, 8th September 2026, 10th November 2026, 12th January 2027 and 9th March 2027. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.

26/048 Planning Matters

The following planning applications were noted.

March 2026

EPF/0098/26 Willingale Playing Field, The Street, Willingale, Ongar, CM5 0SN. "TPO/EPF/29/82 (Ref: T3, T9) 12-4: Sycamore - Coppice to 0.5m, as specified. 16-7: Oak - Monolith, as specified. NB: The permitted specification of works is detailed in the conditions below." 12/03/2026 Approve with Conditions

April 2026

EPF/0274/26 2 Warden Hall Cottages, Fyfield Road, Willingale, Ongar, CM5 0QB. Demolition of existing side extension. Proposed two storey extension to side and rear and proposed single storey rear extension. 02/04/2026 Approve with Conditions.

EPF/0385/26 Lukes, Radley Green Road, Willingale, Ongar, CM5 0QT. Erection of a single-storey detached garage and ancillary domestic store, front and rear extensions to existing attached garage and conversion to additional living accommodation. Relocation of existing vehicular access to improve safety and on-site maneuverability. 21/04/2026 Refuse

EPF/0623/26 Nether Spain Farm, Spains Hall Road, Ongar, CM5 0QE. Prior Notification for two agricultural steel barns. 22/04/2026 Not Required

EPF/0218/26 Rockhills Farm, Norton Heath Road, Willingale, Ongar, CM5 0QG. Installation of internal lift in former granary structure linking the ground and first floor. 29/04/2026 Approve with Conditions.

b) Cllr D Stokes gave an update on "The Steers" and "Willows" advising the unauthorised development was still being investigated and EFDC apologised for the delay regarding Willows. This was now being looked at by the planning department.

26/049 Annual Parish Meeting

Cllr D Stokes gave an update. It was agreed to pay for the hall for the whole day on 15th May to allow time for hall set-up. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

26/050. Updates from Councillors and Matters for Information

A discussion took place re the Clerk's appraisal, and it was agreed to ask Cllr N Pavyer to converse with the Clerk about having this undertaken for the municipal year ended 30/4/2026. It was agreed that the reserves policy should be reviewed and presented for the July meeting. It was also noted that a verge cut should be instructed given how rapidly the verges had grown. Cllr L Fresco advised the defib needed a new battery and pads. Cllr S Bosworth advised he would be attending EFDC's training.

Date of next meeting

14th July 2026.

There being no further business, the meeting closed at 8.52pm

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Signed:…… Chair Date:……