WILLINGALE PARISH COUNCIL

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

Notice of Annual Council Meeting

You are summoned to attend the Annual Council Meeting of Willingale Parish Council at The Village Hall, The Street, Willingale, Essex, CM5 0SN on **Tuesday 13th May 2025 at 8.00pm** for the purpose of transacting the following business.

C Milligan
Clare Milligan,
Clerk to the Council
6th May 2025

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

The press and the public are cordially invited to attend.

AGENDA

25/038. Election Of Chair
To receive nominations and elect a Chair for 2025/26.

25/039 Chair to Sign the Declaration of Acceptance of Office

25/040 Election of Vice-Chair
To receive the nominations and elect a Vice-Chair for 2025/26.
Vice-Chair to sign the Declaration of Acceptance of Office.

25/041Apologies for absence
To receive and agree apologies for absence.

25/042. 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.

The Councillors re reminded of the need to keep their Register of Interest forms up to date.

25/043. Minutes of the Full Council meeting
To receive and agree the minutes of the Full Council meeting held on 11th March 2025 and the Extra Ordinary meeting on 7th April 2025.

25/044. 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.

25/045 Representative for External Bodies
To agree the representatives for the following external bodies:

Parish Police Forum
Highways Forum
EALC
Ayletts Trust

25/046. Reports from County and District Councillors
To receive any updates and reports from the County and District Councillors.

25/047. Police Report
To receive a report from PC Warren Shepherd.

25/048. Code of Conduct
To re-adopt the current Code of Conduct for 2025/26.

WILLINGALE PARISH COUNCIL

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

25/049. Standing Orders
To receive and adopt the slightly amended Standing Orders for 2025/26.

25/050. Financial Matters
To receive the following for ratification:
a. Bank balances, reconciliations and expenditure and income reports for March and April 2025.

b. To ratify the following payments already made in April 2025:
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

c. To ratify payments to be made in May 2025
Clerk's Salary for May '25 – £202.02
HMRC May '25 - £41.00
K Weare – Internal Auditor - £50.00

d. New Bank Account
To receive an update on the new bank account and decide on any actions required.

e. Financial Regulations
To re-adopt the Financial Regulations for year 2025/26

f. Internal Auditor
To agree the Internal Auditor for financial year 2025/26.

25/051. Annual Accounts for the Financial Year 2024/25
a. To note the Annual Internal Audit Report from the Internal Auditor for 2024/25.
b. To receive and agree the Annual Governance Statement for the financial year 2024/25.
c. To receive and agree the accounting statement for the financial year 2024/25.
d. To receive and agree the end of year accounts for the financial year 2024/25.
e. To declare exemption from the requirement for a limited assurance review and approve the Certificate of Exemption for 2024/25.

25/052. Village Hall and Meeting Dates
To agree the continued use of the Village Hall for the meetings of the Parish Council for 2025/26.
To agree the dates for the meetings for 2025/26.

25/053. Planning Matters
a. Decisions by Epping Forest District Council Planning department, to note the following:

March 2025
No decisions for Willingale in March 2025.

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.

WILLINGALE PARISH COUNCIL

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

25/054. Highways Matters

25/055. Neighbourhood Watch
To receive and update on the setting up of a residents neighbourhood watch group.

25/056. 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.