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 12th May 2026 at 8.00pm** for the purpose of transacting the following business.

C Milligan
Clare Milligan,
Clerk to the Council
6th May 2026

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

26/032. Election Of Chair
To receive nominations and elect a Chair for 2026/27.

26/033 Chair to Sign the Declaration of Acceptance of Office

26/034 Election of Vice-Chair
To receive the nominations and elect a Vice-Chair for 2026/27.
Vice-Chair to sign the Declaration of Acceptance of Office.

26/035Apologies for absence
To receive and agree apologies for absence.

26/036. 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.

26/037. Minutes of the Full Council meeting
To receive and agree the minutes of the Full Council meeting held on 10th March 2026.

26/038. 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.

26/039 Representative for External Bodies
To agree the representatives for the following external bodies:

Parish Police Forum
Highways Forum
EALC
Ayletts Trust

26/040. Reports from County and District Councillors
To receive any updates and reports from the County and District Councillors.

26/041. Police Report
To receive a report from PC Warren Shepherd.

26/042. Code of Conduct
To re-adopt the current Code of Conduct for 2026/27.

26/043. Standing Orders

To receive and adopt the slightly amended Standing Orders for 2026/27.

26/044. Financial Matters
To receive the following for ratification:
a. Bank balances, reconciliations, expenditure and income and fixed asset reports for March 2026 and April 2026.

b. To ratify the following payments already made in April 2026:
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

c. To ratify payments to be made in May 2026
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

d. Financial Regulations
To re-adopt the Financial Regulations for year 2026/27

26/045 Independent Internal Auditor
To agree the Independent Internal Auditor for financial year 2026/27.

26/046. Annual Accounts for the Financial Year 2025/26
a. To note the Annual Independent Internal Audit Report from the Internal Auditor for 2025/26 and agree any actions to be taken from any recommendations.
b. To receive and agree the Annual Governance Statement for the financial year 2025/26.
c. To receive and agree the accounting statement for the financial year 2025/26.
d. To receive and agree the end of year accounts for the financial year 2025/26.
e. To declare exemption from the requirement for a limited assurance review and approve the Certificate of Exemption for 2025/26.

26/047. Village Hall and Meeting Dates
To agree the continued use of the Village Hall for the meetings of the Parish Council for 2026/27.
To agree the dates for the meetings for 2026/27.

26/048. Planning Matters
a. Decisions by Epping Forest District Council Planning department, to note the following:

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 manoeuvrability. 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) To discuss "The Steers" and "Greenacres" planning applications and decide on actions to be taken in regarding an unresolved unauthorised development and an overdue decision respectively.

26/049. Annual Parish Meeting
To discuss and agree any further actions required for the annual meeting taking place on 15th May 2026

26/050. 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.