# WILLINGALE PARISH COUNCIL

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

**Minutes of the Full Council Meeting.**
The Council met at 8.00pm on Tuesday 10th March 2026 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.

Cllr N Pavyer chaired the meeting.
Present: Councillors J Bianchi, S Bosworth, D Stokes, R Tilbrook and D Watson.
In Attendance: The Clerk to the Council, Clare Milligan, District Cllr R Balcombe and 1 member of the public.

**26/016 Apologies for absence**
Apologies were received and agreed for Cllr L Fresco. Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously. There were no other apologies for absence.

**26/017. Declarations of interests**
Cllr S Bosworth declared a pecuniary interest in item 26/024 planning application Spains Hall, and Cllr D Stokes declared a non-pecuniary interest in item 26/024 Walnut Tree Cottage. Cllr N Pavyer declared an interest in planning application ENF/0012/26 Steers, Pigstye Green Road as he lived in the vicinity. Although this was not on the agenda Cllr N Pavyer wished to give the Council an update on it in item 26/031. There were no other declared interests.

**26/018. Minutes of the Full Council meeting**
The minutes of the Full Council meeting held on Tuesday 13th January 2026 were agreed and signed. Proposed by Cllr J Bianchi, seconded by Cllr D Stokes and agreed unanimously.

**26/019. Public Question Time**
There were no questions, comments from the public.

**26/020. Reports from County and District Councillors**
Cllr R Balcombe advised EFDC's budget had been agreed. The new bin service will be commencing with the start of the green bins from end of March and the brown bins from the beginning of April. New Planning laws will be discussed at an EFDC meeting week of the 16th March 2026. The new swimming pool at the leisure centre in Epping was thriving.

**26/021 Clerk's Report**
There was nothing to report.

**26/022. Police Report**
PC Shepherd had sent a report detailing the crime statics for the last 3 months (01/12/25 to 01/03/26).

16 calls to police, of these calls 2 crimes were recorded. None of the crimes were considered to have an impact on community.
Stats for period 01/12/24 to 01/03/25 to compare.
20 calls to police, of these calls 7 crimes were recorded. Only 1 crime was considered to have an impact on community:
Stats show no burglaries or theft of motor vehicles and calls to police were down 20% and crime is down 71.4%

**26/023. Financial Matters**

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The following were received for ratification:

**a. Bank balances, reconciliations and expenditure and income reports for January 2026 and February 2026.**

All bank balances, reconciliations, expenditure and income were agreed for January 2026 and February 2026. Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously.

**b. The following payments already made in January 2026, and February 2026 were ratified:**

Bank Chrgs – £4.25
HMRC January '26 - £85.20
Skippers – verge cutting - ££1,620.00
St Christopher's Grant - £650.00
Willingale Village Hall – Hall hire Nov '25 - £32
Bank Service chgs - £4.25.
Clerk's Salary January '26 - £156.94
HMRC February '26 - £85.20
Headford Digital – WOIW printing - £183.64
Willingale Village Hall – Hall hire Jan '26 - £32
Clerk's Salary February '26 - £156.94
Proposed by Cllr D Stokes, seconded by Cllr N Pavyer and agreed unanimously.

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

HMRC March '26 - £85.20
Clerk's salary for March '26 - £165.04
Village Hall – Hall hire 10
th March '26 - £32
Bank service chgs - £4.25
Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously.

8.23pm Cllr S Bosworth left the meeting.

**26/024. Planning Matters**

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

**January 2026**

**EPF/2307/25** Broadgates, Birds Green, Willingale, Ongar, CM5 0PN. Double storey rear extension. 07/01/2026 Approve with Conditions Delegated Decision

**EPF/2442/25** Walnut Tree Cottage, Wood Lane, Willingale, Ongar, CM5 0QU. Grade II listed building consent for replacement render.28/01/2026. Approve with Conditions. Delegated Decision

**EPF/2363/25** Wardens Hall Estate, Wardens Hall, Fyfield Road, Willingale, Ongar, CM5 0QA. Construction of swimming pool, outbuilding, shed and greenhouse. Demolish 2 sheds. 28/01/2026 Approve with Conditions. Delegated Decision

**EPF/2392/25** Spains Hall, Spains Hall Road, Willingale, Ongar, CM5 0QE. Erection of a detached single-storey cutting plant and butchery building (meat packing house), following the demolition of a freestanding concrete framed canopy structure within the farmyard. 30/01/2026 Refuse. Delegated Decision.

**February 2026**

None for February 2026.

A discussion then began about Spains Hall. Cllr N Pavyer advised that he and Cllr D Stokes had met with the Bosworth family with District Councillor R Balcombe to discuss the refusal of their planning application. The Bosworth family had asked for the Parish Council to discuss the application and publicly declare if in principle they were in support or not of the application. A full discussion took place and it was confirmed that the Parish Council was in support of the application for a cutting plant and butchery building at the farm. This was due to the farm being a major employer for the village and the Council understanding that these changes were pivotal to the viability of the farm. It was agreed the Council would write to EFDC, the planning authority, once the Bosworth's had entered their appeal to the decision supporting the appeal. Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously.

8.33pm Cllr S Bosworth rejoined the meeting.

b) The Clerk advised how planning applications were looked at in accordance with the scheme of delegation. It was agreed to continue in this way but for the Council to make comments on all applications even if it was just to advise EFDC there was no objection from the Parish Council and if there were applications that positively contribute to the community these needed comments to be raised.

**26/025. Internal Audit**

A short discussion was had and it was agreed to engage Heelis and Hodge to undertake the internal audit for the Council for financial year 2025/26. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

**26/026 Policies**

The Council discussed and agreed the following policies. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

- Training and Development Policy
- Statement of Internal Control
- Scheme of Delegation
- Health and Safety Policy
- Document Retention Policy
- Data Breach Process and Policy
- Anti-Harassment, Bullying and Dignity at Work Policy
- Co-option Policy and Procedures
- IT Policy
- Complaints Procedure
- Publication Scheme

**26/027 Financial and Business Risk Assessment**

The Clerk had circulated the updated Financial and Business Risk Assessment. A discussion was had and the risk assessment was agreed. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

**26/028 Asset Register**

The Clerk had circulated the Asset register. A discussion was had and the register was agreed. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

**26/029. Affordable Housing**

Cllr D Stokes gave a short update on the project advising HASTOE had redesigned the scheme to address concerns of the residents, and this had been sent on for review by the landowner.

**29/030. Website and Email**

The Clerk spoke about the quote she had received in regard to Aubergine setting up and hosting a new website for the Council. A discussion was had and to make sure the Council was accessible compliant it was agreed to change the website to Aubergine. The cost for the new site will be taken from reserves. A discussion was had re-emails, but it was agreed to review this at the next meeting. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

**26/031. Updates from Councillors and Matters for Information**

Playground work will take place once the weather improves and thanks were given to Cllrs J Bianchi and D Stokes for their work on this.
Cllr N Pavyer had received several emails in regard to the situation with Steers and caravans being brought on site. He is waiting to hear back from EFDC.
Cllr N Pavyer had received concerns from residents in regards to fly tipping in the village. It was advised that if residents knew who was undertaking the fly tipping they were to report it to Crime Stoppers. Cllr R Balcombe gave the Council the name of the Enforcement Officer at EFDC so it can also be reported directly.
Cllr N Pavyer had received an email regarding potholes in the village. Potholes need to be reported to Essex Highways directly.
Cllr N Pavyer was asked if he would consider joining the Doctor Walkers Trust which is connected to Dr Walkers C of E Primary School. He asked if other Councillors were interested to let him know otherwise, he was mindful to join.
A short discussion was had over the upcoming Parish Annual Meeting and it was agreed to change the date to 15th May 2026 as neither Cllr N Pavyer or Cllr D Stokes could make the original date.

**Date of next meetings**

2026: 12th May.

There being no further business, the meeting closed at 9.40pm

Signed:……. Chair Date:…….