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 13th January 2026 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.

Cllr N Pavyer chaired the meeting.
Present: Councillors J Bianchi, S Bosworth, L Fresco, R Tilbrook and D Watson.

26/001 Apologies for absence
Apologies were received and agreed for Cllr D Stokes. The Clerk had also sent apologies, and it was agreed Cllr D Watson would take minutes. There were no other apologies for absence.

26/002. Declarations of interests
There were no interests declared.

At 8.06pm Cllr R Tilbrook joined the meeting.

26/003. Minutes of the Full Council meeting
The minutes of the Full Council meeting held on Tuesday 12th November 2025 were agreed and signed. Proposed by Cllr J Bianchi, seconded by Cllr L Fresco and agreed unanimously.

26/004. Public Question Time
There were no questions, comments from the public.

26/005. Reports from County and District Councillors
There were no reports.

26/006 Clerk's Report
There was nothing to report.

26/007. Police Report
There was no report.

26/008. Financial Matters
The following were received for ratification:
a. Bank balances, reconciliations and expenditure and income reports for November 2025 and December 2025.
All bank balances, reconciliations, expenditure and income were agreed for November 2025 and December 2025. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

b. The following payments already made in November 2025, and December 2025 were ratified:
Headford Digital – WOIW printing - £183.64
HMRC November '25 - £85.20
Clerk's Salary November '25 - £165.04
Bank Services Chrgs - £4.25
HMRC December '25 - £85.20
Clerk's Salary December '25 - £156.94
Proposed by Cllr S Bosworth, seconded by Cllr L Fresco and agreed unanimously.

c. The following payments to be made in January 2026 were agreed:
HMRC January '26 - £85.20

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Clerk's salary for January '26 - £156.94
Village Hall – Hall hire 11th November 2025 - £32
Proposed by Cllr S Bosworth, seconded by Cllr L Fresco and agreed unanimously.

26/009. Planning Matters
a. The following decisions by Epping Forest District Council Planning department were noted:

November 2025

EPF/2095/25 Tarrymans, Birds Green, Willingale, Ongar, CM5 0PP Approval of Details Reserved by Conditions 3 Materials, 4 Surface Water Drainage, 5 Contaminated Land, 6, 7 and 8 Archaeology, and 10 Trees of EPF/0575/25 (Demolition of Existing Buildings and Erection of Replacement Dwelling). 18/11/2025 Split Delegated Decision.

December 2025
None for December.

26/010. Grant Application
The Council received St Christopher's PCC grant application for £650, to enable the PCC to continue to maintain the Essex Way footpath through the churchyard and the extensive roadside verge in the Street. A discussion took place and it was agreed to award the grant. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

26/011 Budget 2026/27
The Council received the Clerk's suggested budget and precept amount for 2026/27. An in-depth discussion took place, and it was agreed to accept the budget and precept. The precept amount for 2026/27 was £6,323, an increase of £65, percentage increase 1.04%. A tax-base amount of £24.51, an increase of 12p, percentage increase 0.49%.

Further discussion is needed around web hosting and email provision. It was noted that Cllr R Tilbrook has yet to undertake basic Councillor training and there is the possibility of replacement finger posts, bus shelter repairs and playground area improvements required. However, this could all come from the £18,192.41 reserves.

26/012 Highway Matters
The following items were discussed:

a. The bus shelter in The Street requires some further repairs but seems structurally sound and not considered a Health and Safety hazard. Chandlers may donate materials and Cllr D Stokes is in communication. When better weather arrives, a working party will be needed to carry out repairs.

b. The "Love Your Bus" email from Roxwell Parish Council was discussed and it was agreed to support their suggestion of applying for an additional bus service to cater for Writtle, Roxwell and Willingale. It was agreed Cllr R Tilbrook would email Roxwell Parish Council to advise them of the decision, copying in Cllr N Pavyer who in turn will seek support from the District Councillor, Ray Balcombe.

26/013 Internal Auditor
The Clerk had advised there were two options for Internal Auditor, Heelis and Lodge, independent internal auditors, or a local resident who had a financial background and had said they would be able to undertake the work. The Council discussed the options and said they had no preference and delegated the decision to the Clerk and Chair of the Council.

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26/014. Play In the Park

The Clerk had circulated the information regarding the Play In The Park scheme for 2026. A discussion took place and it was agreed to hold two half-day sessions in 2026 as last year's session was so successful. The provisional agreed dates were 24th July 2026 and 21st August 2026, one to be held am and one pm.

26/015. Updates from Councillors and Matters for Information

To discuss Aubergine web hosting.
To receive an update on affordable housing.

Date of next meetings

2026: 10th March and 12th May.

There being no further business, the meeting closed at 8.51pm

Signed:…… Chair Date:……