WILLINGALE PARISH COUNCIL

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

Minutes of the Annual Parish Council meeting.
The Council met at 8pm on Tuesday 14th May 2024 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.
Cllr N Pavyer chaired the meeting.
Present: Councillors D Stokes, L Fresco, D Watson, J Bianchi and R Tilbrook.
In Attendance: The Clerk to the Council, PC Shepherd and 2 members of the public.

24/034. Election of Chair
Cllr N Pavyer was nominated as Chair. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

24/035. Chair to Sign Declaration of Acceptance of Office
Cllr N Pavyer signed the declaration witnessed by the Clerk, Mrs Clare Milligan.

24/036. Election of Vice-Chair
Cllr D Stokes was nominated as Vice-Chair. Proposed by Cllr L Fresco, seconded by Cllr J Bianchi and agreed unanimously.

24/037. Declarations of Acceptance of Office
All Councillors signed the Declarations of Acceptance of Office, witnessed by the Clerk, Mrs Clare Milligan. However, Cllr R Tilbrook asked for it to be noted that he objected to having a Monitoring Officer in accordance with the Code of Conduct and felt unhappy at signing the Acceptance of Office.

24/038. Apologies for absence
Apologies were received and agreed for Cllr S Bosworth, Cllr D Stokes agreed to visit Cllr Bosworth with a Declaration of Acceptance of Office form for him to sign. Apologies were also received from EFDC Cllr R Balcombe.

24/039. Declarations of interests
There were no declarations of interest.

24/040. Representatives of External Bodies
The following Councillors were agreed as representatives of the following external bodies:

Cllr L Fresco – Village Hall Committee
Cllr S Bosworth – Parish Police Forum
Cllr J Bianchi – Highways Forum
Cllr N Pavyer – EALC (Essex Association of Local Councils)
Cllr N Pavyer - Ayletts Trust

24/041. Minutes of the Full Council meeting
The minutes of the meetings held on the 12th March 2024 were signed and agreed.
Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously.

24/042. Public Question Time.
No questions or comments from the public.

24/043. Reports to and from County and District Councillors
No reports were received.

24/044. Clerk's Report
There was nothing to report.

24/045. Code of Conduct
The Clerk had circulated the new Code of Conduct produced by the LGA (Local Government Association). However, the Council had not had time to look at this in detail and so the previous Code of Conduct was readopted and the new Code of Conduct will be placed on the July 2024 agenda for further discussion. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

24/046. Standing Orders

The Clerk had circulated the unchanged Standing Orders and these were re adopted. Proposed By Cllr N Pavyer, seconded by Cllr D Watson and agreed unanimously.

24/047 General Power of Competence

A discussion took place regarding the possible adoption of the General Power of Competence as the Council now qualified. It was agreed to adopt the power. Proposed by Cllr N Pavyer, seconded by Cllr D Stokes and agreed unanimously.

24/048. Financial Report

a. Bank Balances and Expenditure reports for March and April 2024

The Clerk had circulated the bank reconciliations and the income and expenditure reports for March and April 2024. With no queries raised the accounts were agreed. Proposed by Cllr D Watson, seconded by Cllr L Fresco and agreed unanimously.

b. To Ratify the following payments already made:

The following payments were ratified:
Locum Clerk's salary for April '24 - £187.35
HMRC April '24 - £39.40
EALC and NALC Membership - £192.00

Proposed by Cllr D Watson, seconded by Cllr L Fresco and agreed unanimously.

c. To ratify payments to be made in May 2024

Locum Clerk's salary & Mileage for May '24 – £195.25
HMRC May '24 - £39.60
K Weare - Internal Auditor - £45.00

Proposed by Cllr J Bianchi, seconded by Cllr D Watson and agreed unanimously.

d. Financial Regulations

The Clerk advised that NALC (National Association of Local Councils) had that week circulated new revised Financial Regulations. As the Clerk had not had a chance to look at these the item was deferred and the new regulations will be taken to the meeting in July 24.

e. Internal Auditor

It was agreed to appoint Karen Weare as the Internal Auditor for the financial year 2024/25. Proposed by Cllr D Stokes, seconded by Cllr D Watson and agreed unanimously.

24/049. Annual Accounts

a. The Annual Internal Auditors report was circulated and agreed for the financial year 2023/24.
b. The Annual Governance Statement was circulated and agreed for the financial year 2023/24.
c. The Accounting Statement was circulated and agreed for the financial year 2023/24.
d. The End of Year accounts were circulated and agreed for the financial year 2023/24.
e. The Council declared exemption from the requirement for a limited assurance review and approved the Certificate of Exemption for the financial year 2023/24.
All forms were signed by the Chair and the Clerk. All annual accounts were proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

24/050. Village Hall

It was agreed to use the Village Hall for all Council meetings for the municipal year 2024/25.

24/051. Planning Matters

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

February 2024

EPF/0142/24 Rockhills Farm, Norton Heath Road, Willingale, Ongar, CM5 0QG. Approval of Details Reserved by condition 4, and condition 3 on listed building consent `Types and colours of external finishes' of EPF/2579/22 and EPF/2585/22 (Conversion of former Granary building into a self-contained annexe, and the replacement of existing C20).

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06/02/2024 Approve Delegated Decision

EPF/0033/24 Longcroft, Bassetts Lane, Willingale, Ongar, CM5 0QJ. Prior approval for an 8-metre-deep single storey rear extension, height to eaves 2.25m and maximum height 2.90.
06/02/2024 Not Required Delegated Decision

March 2024
EPF/1462/23 Robins Wood (Three Acre Farm), Birds Green, Willingale, Ongar, CM5 0PR Application for approval of detail reserved by condition 3 'External Finishes', condition 4 'Surface Water Disposal', condition 5 'Contamination' and condition 6 'Reg 77 Conservation of Habitats and Species Regs 2017 on planning permission EPF/1131/22(Prior approval for the change of use of Agricultural Build).
25/03/2024 Approve Delegated Decision

EPF/0167/24 Robins Wood, Birds Green, Willingale, Ongar, CM5 0PR Application for approval of details reserved by condition 3 (Contamination), condition 5 (EVCP), condition 6 (External Finishes) and condition 9 (Regulation 77) on planning permission EPF/2679/23 (Prior approval for the change of use of Agricultural Build).
25/03/2024 Split Delegated Decision

b. Appeals
No Appeals

c. Greenacres Update
Cllr D Stokes advised that a date for the new appeal had been set for 28th August 2024 at 10am. There will be a new planning inspector in attendance.

24/052. Police Report
PC Shepherd advised there had been an increase in phone scams with people being conned into giving over their money. He advised that neither the police nor the banks would ask for money. He asked if the Council could promote people's awareness of the issue. He advised that the Police Community Support Officer is leading on this and he will try to send a poster which can be put up on the noticeboards and on the council website as well as the WOIW magazine. Reading out the crime statistics for the area he advised that although there had been 12 calls to the police there was only 1 car theft and 3 actual crimes recorded, meaning there was again a reduction in crime in Willingale.

24/053. Update on the Affordable Housing Project
Cllr D Stokes advised that the open day on 27th March was a complete success with over 100 residents attending. Most of the feedback was positive. The Council is now awaiting the result of the online consultation and the outcome of the land negotiations between Hastoe Housing Association and the landowners. Once this has all been completed and agreed the planning can start. Cllr R Tilbrook asked who would be offered the affordable housing. Cllr D Stokes advised they would first be offered to Willingale residents who qualify, then it would go to neighbouring parishes and then to the wider community of Epping Forest District.

24/054. Update on the Fingerposts for Willingale
Cllr D Stokes advised that the post for Beech Road was made and waiting to be installed by the Highway Rangers. Cllr D Stokes suggested that two further fingerposts, one for Wood Lane and one for Millers Green, be ordered and installed. Proposed by Cllr D Stokes, seconded by Cllr L Fresco and agreed unanimously. The funding for these at a cost of £1,400 each would come from reserves.

24/055. Play in the Park
The Clerk explained she had received an email from EFDC re their Play in the Park scheme. A discussion was had and the Clerk was asked to ascertain more information, circulate to all Councillors and for the item to be brought back to a future meeting for further discussion.

24/056. Annual Parish Meeting
A discussion took place and it was decided to have the meeting on Friday 31st May 2024 providing the hall could be booked. Cllr D Stokes agreed to speak with hall booking. Cllr D Stokes will invite local

organisations to present a report for the year, the Clerk will present the finances and also invite the District and County Council Councillors.

24/057 Full Council Meeting Dates for 2024/25

The following dates were agreed for the Council meetings for 2024/25 including the Annual Council meeting for 2025:

9th July 2024, 10th September 2024, 12th November 2024, 14th January 2025, 11th March 2025 and 13th May 2025.

The Annual Parish Assembly for next year will take place on Friday 25th April 2025.

24/058. Updates from Councillors and Matters for Information

The Clerk was asked to put Greenacres back on the agenda for July 2024.

Date of next meetings

2024: 9th July 2024, 10th September 2024 and 12th November 2024.

2025: 14th January 2025, 11th March 2025 and 13th May 2025

There being no further business the meeting closed at 9.26pm

Signed:……. Chair Date:……..