WILLINGALE PARISH COUNCIL

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

Minutes of the Full Council Meeting.
The Council met at 8pm on Tuesday 9th September 2025 in The Village Hall, The Street, Willingale, Essex, CM5 0SN.

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

25/069 Apologies for absence
Apologies were received and agreed for Cllrs L Fresco and D Watson. There were no other apologies for absence.

25/070. Declarations of interests
There were no interests declared.

25/071. Minutes of the Full Council meeting
The minutes of the Full Council meeting held on Tuesday 8th July 2025 were agreed and signed. Proposed by Cllr D Stokes, seconded by Cllr S Bosworth and agreed unanimously.

25/072. Public Question Time
There were no questions, comments from the public.

25/073. Reports from County and District Councillors
There were no reports.

25/074 Clerk's Report
There was nothing to report.

25/075. Police Report
There was no report.

25/076. Financial Matters
The following were received for ratification:
a. Bank balances, reconciliations and expenditure and income reports for July 2025 and August 2025.
All bank balances, reconciliations, expenditure and income were agreed for July 2025 and August 2025. Proposed by Cllr N Pavyer, seconded by Cllr J Bianchi and agreed unanimously.

b. The following payments already made in July 2025 and August 2025 were ratified:
ENIX Ltd – Eco Hosting Website Hosting - £84
Skippers Ground – Verge cutting - £1,620.00
Village Hall – Meeting 18th June 2025 – £19.50
HMRC July '25 - £82
Clerk's Salary July '25 - £161.02
Bank Service Chrgs - £4.25
Play Inspection Co. – Playground annual inspection - £132
Zurich Insurance – annual insurance - £540
Headford digital – WOIW printing - £190.54
HMRC – August '25 - £82
Village Hall Hire – £32
Clerk's Salary - August '25 - £152.92
Bank Service Chrgs - £4.25
July Payments - Proposed by Cllr D Stokes, seconded by Cllr J Bianchi and agreed unanimously.
August payments – Proposed by Cllr D Stokes, seconded by Cllr R Tilbrook agreed

unanimously.

c. The following payments to be made in September 2025 were agreed:
HMRC September '25 - £82 – This amount is estimated due to item 25/076 d.
Clerk's salary for September '25 - £161.02 – this amount is estimated due to item 25/076 d.
Village Hall – Hall hire 8th July 2025 - £32
Proposed by Cllr D Stokes, seconded by Cllr N Pavyer and agreed unanimously.

d. Clerk's salary
Cllr N Pavyer discussed the national increase to the pay scales which the Clerk had circulated. The increase for 2025/26 is 3.2%. It was agreed to increase the Clerk's salary in line with the national increases and backdate the payment to 1st April 2025. Proposed by Cllr N Pavyer, seconded by Cllr R Tilbrook and agreed unanimously.

25/077. Planning Matters
a. The following decisions by Epping Forest District Council Planning department were noted:

July 2025
EPF/0622/25 Berry Lodge, Fyfield Road, Willingale, Ongar, CM5 0QA Proposed two storey side extension, Oak framed porch, new car port and garage conversion. alterations to fenestration. – Refused.

EPF/1123/25 Robins Wood, Birds Green, Willingale, Ongar, CM5 0PR Proposed first floor extensions above the existing single storey wings and proposed second storey extension above the main house. Proposed mansard roof and dormer windows.- Refused

August 2025

None for Willingale

Cllr D Stokes advised that the validated planning application paperwork re the southern side of the Greenacres site is still not available. Planning application EPF/1141/25.

25/078 Highway Matters
There were no highway matters for discussion.

25/079 Affordable Housing
Cllr D Stokes gave a verbal update advising the landowner was still keen for the project to go ahead. The next stage is for the housing association to have further discussions with the landowner. There was also a suggestion to possibly build in two stages, but everything is still to be discussed and decided upon. There will also be another public consultation. Councillors wondered when the last survey was undertaken and how long it lasted for. Would another survey be required? Cllr D Stokes will investigate this.

25/080 Internal Auditor
The Clerk advised of the cost of an internal auditor she had previously used and Cllr D Stokes advised he had not heard from the neighbouring Council as to which Internal Auditor they use. It was agreed the Clerk would contact the neighbouring Councils and place the item on the agenda of the next meeting for a decision to be made.

25/081. Updates from Councillors and Matters for Information
Cllr N Pavyer advised he would contact the EDFC officer re the CCTV for fly-tipping.
Cllr S Bosworth mentioned parking in The Street, Willingale and how difficult it was to drive down the road. Cllr S Bosworth will contact the South Essex Parking Partnership, ECC and Essex Highways to gather information as to anything that can be done to help with the problem. This will be brought back to the next meeting for discussion and decision on any actions that the Council would like to take.

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Date of next meetings
2025: 11th November.
2026: 13th January, 10th March and 12th May.

There being no further business, the meeting closed at 8.46pm

Signed:…….. Chair Date:……..