

# Widdington Parish Council

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## **Minutes of a Parish Council Annual Meeting held on Thursday 1st May 2026 at 7.00pm**

**Present** Cllr. Ian Southcott, Cllr. Liz Follows, Cllr. Fiona Watson, Cllr Albert Edwards, Cllr. Maggs Webb, Cllr. Chris Firmin

**In Attendance** 0 members of the public, Katrina Levy, Clerk to the Council and Jo Stevenson incoming Clerk to the Council.

### **05.26.01 ELECTION OF CHAIR**

Cllr Southcott was nominated as Chair.

Proposed: Cllr. Chris Firmin

Seconded: Cllr. Fiona Watson

There were no other nominations.

Cllr. Southcott was unanimously elected Chair and resolved to sign the Declaration of Acceptance of Office of Chair which was countersigned by the Clerk as Proper Officer of the Council.

### **05.26.02 ELECTION OF VICE-CHAIR**

Cllr. Firmin was nominated as Vice-Chair.

Proposed: Cllr. Southcott

Seconded: Cllr. Follows

There were no other nominations.

Cllr. Firmin was unanimously elected Vice-Chair and prior to next attended meeting will resolve to sign the Declaration of Acceptance of Office of Vice-Chair.

### **05.26.03 CHAIR'S WELCOME**

Chair Southcott welcomed those present to the meeting.

### **05.26.04 APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted

### **05.26.05 DECLARATIONS OF INTEREST - none**

### **05.26.06 PUBLIC PARTICIPATION – None**

### **05.26.07 COUNTY COUNCILLOR'S REPORT - None**

### **05.26.08 DISTRICT COUNCILLOR'S REPORT - None**

### **05.26.09 MINUTES OF LAST MEETING**

The minutes of the April Parish Council Meeting were approved by Councillors as an accurate representation and Chair Southcott signed the minutes.

### **05.26.10 CLERK'S REPORT**

The Clerk reported;

1. Met contractor reference green repairs + chased quote Internal Audit completed.
2. New clerk interview, paperwork and related activities
3. Contacted EALC reference HR advice and training courses
4. Organised work on village green as recommended by tree survey
5. Written guidance document for new clerk.
6. VAT reclaim completed and sent
7. New Payroll procedure written
8. Preparation of AGAR forms
9. Internal Audit
10. Refiling old minutes and sorting paperwork
11. Correspondence with SW round table ref. grant towards playpark
12. Updated Assets Register
13. Freeman of the Parish Certificate
14. VAS project - Essex highways application submitted.
15. May magazine article
16. IT & Privacy policies written

17. Data protection policy updated
18. GDPR data audit completed
19. Standing orders update (with delegated powers for planning)
20. Financial regulations reviewed
21. Ordered dog bins.

## **22. 05.26.11 PLANNING**

To consider making Representation to [Uttlesford District Council](#) in response to planning applications and noted planning decisions arising since April Parish Council meeting - See Appendices for WPC resolved responses and noted decisions.

## **05.26.12 FINANCE**

**05.26.12.1** Invoices; The clerk presented a statement of accounts and reconciliation to cash books which were agreed and approved for signature.

Clerk Salary + Expenses	£490.79
EALC affiliation fee	£197.77
Tree Surgery on green	£420
Internal Audit	£75

They were [approved for payment](#).

**05.26.12.2** Read through and approved the Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2025/26.

**05.26.12.3** Approved the annual accounts, signed the Section 2 Accounting Statements 2025/26.

**05.26.12.4** Playground – agreed proposed works & clerk to advise Clerk of updated pricing.

**05.26.12.5** Laptop – resolved budget £800

## **05.26.13 POLICIES & PROCEDURES FOR ASSERTION 10 –**

Data protection policy update agreed.

IT policy, adopted

Data Audit, approved

Privacy policy, adopted

**05.26.14 APPROVE REVIEW OF FINANCIAL REGULATIONS –** Approved.

**05.26.15 APPROVE UPDATING OF STANDING ORDERS –** Approved

*District Cllr. Emanuel joined the meeting.*

**05.26.16 UTTLESFORD BIG GREEN FESTIVAL –** 5<sup>th</sup>-14<sup>th</sup> June, lots going on in Uttlesford, website available, events may be ticketed. Repair shops, Newport water project. Littlebury Energy project 11<sup>th</sup> June at Widdington village hall (energy efficiency of listed buildings) - ticketed. With display on Village hall green projects.

**05.26.17 VILLAGE EVENT –** Plans for a sports day being organised, pub willing to let village use the paddock (5<sup>th</sup> September) with bbq in pub garden. Costs for June meeting.

*Cllr. Neil Hargreaves joined the meeting.*

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**05.26.18 PLAY PARK PROJECT & REFURBISHMENT WORK PARTY** – No safety report yet.

**05.26.19 OTHER BUSINESS** – Phone box and benches that need painting/replacing. Pool of water has been reported to affinity water for second time. Potholes partially completed in 2 lots of work but some still outstanding. Thanks from residents for the work done by the Parish Council.

**05.26.20 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be at **7:30pm** on **Thursday 4<sup>th</sup> June 2026**, in the Village Hall.

Meeting closed at: 19:48

## Widdington Parish Council

### Appendix: Planning

Go to Uttlesford planning portal [Simple Search](#) and use the planning application reference to see further information.

Minute Number	Planning Application Ref.	Address	Outline	Deadline for Comments	WPC Decision	UDC Decision
05.26.11.1	UTT/26/0880/DOC	Land South of Cornells lane	Application to discharge conditions 3 (Contamination), 4 (Great Crested Newt Method Statement), 7 (Landscaping), 11 (CMP), 12 (Biodiversity Enhancement Layout), 13 (Lighting Design Scheme for Biodiversity) and 14 (Energy and Water Efficiency Measures) attached to UTT/23/2141/FUL	14/05/2026	No comment	
04.26..09.1	UTT/26/0524/HHF	Ketteridges, Wood End, CB11 3SN	Construction of a single-storey, detached garden room to be used as a home office/studio/gym (incidental use) in the rear garden	03/04/2026	No Comment	Approve with Conditions
01.26.10.1	UTT/26/0003/DOC	The Oaks Cornells Lane CB11 3SP	Application to discharge conditions 3 (materials), 4 (landscaping), 7 (construction management plan), 10 (phase 1 desk study), 13 (biodiversity enhancement strategy) and 14 (lighting design strategy) attached to UTT/25/1729/FUL	27/01/2026	Resolved to Comment in support of UDC planning keeping conditions	Discharge Conditions in part