



MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 11 December 2025

Time: 7.00pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members present:

Cllr D Rye (Chair)	Cllr O Ali
Cllr T Amuludun	Cllr E Costa
Cllr E Skingsley	Cllr L Skingsley Morgan
Cllr F Rizvi	

C Jefcoate - Acting Clerk, Chigwell Parish Council

Members of the Public and Councillors were asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors were asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

FC174/25 - APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept apologies for absence from Cllr L Clark and Cllr J Braha

FC175/25 - ANY OTHER ABSENCE

Cllr R Hodds

FC176/25 - DECLARATIONS OF INTEREST

Cllrs Skingsley and Skingsley-Morgan declared a personal interest in item 10 on the grounds they are volunteers with the Limes Farm Community Group. They considered this would not influence any decision and they would remain in the meeting

Cllr Costa declared a personal interest in item 11 on the grounds his office staff were considering taking part in the window competition. He considered at this stage this would not be perceived by

the public as a matter that could influence any decision and he would remain in the meeting for the item

FC177/25 - MINUTES

Members **AGREED** the minutes of the meeting of 27 November were an accurate representation of what took place ([Appendix 1](#))

FC178/25 - PUBLIC PARTICIPATION

None

FC179/25 - FINANCIAL MATTERS

Members **APPROVED** the regular payment by DD for MHR payroll service, increasing from £78.85 per month to £118.28 per month due to Payroll platform Upgrade.

The Council previously adopted the NALC recommendation that Councils use Otter Notetaker for recording meeting notes, reports and minutes. Council **CONSIDERED** and **AGREED** the recommendation from the Clerk and RFO that the Council has an annual rather than monthly subscription to the service which will deliver a saving of 33% per annum (annual cost of £550 against the current monthly subscription of £68.59 which is equivalent to £823.08 per annum)

Members **REVIEWED** and **AGREED** the recommendations from the Finance and Governance Committee, including the Fund Flow Analysis ([Appendix 2](#))

FC180/25 - POLICIES FOR REVIEW AND ADOPTION

Members **CONSIDERED** the recommendation to **ADOPT** the following policies and **AGREED** to adopt the Chigwell Parish Council Password policy ([Appendix 3](#))

FC181/25 - ESSEX COUNTY COUNCIL PART NIGHT LIGHTING PROGRAMME

Members consider the officer report ([Appendix 4](#)) and **AGREED** that the matter may be considered as part of forward planning when drafting a three year plan and in the meantime Council remains in the PNL

FC182/25 - 2026/27 BUDGET

Members **NOTED** the budget proposals and that no additional suggestions for amends or additions to proposed projects in 2026/27 had been received from Councillors or committees ([Appendix 5](#))

FC183/25 - UKSPF - GRANT AGREEMENT/VICTORY HALL/HUB

Members were advised that a company was being engaged to produce working drawings for Victory Hall and the Parish Offices

FC184/25 - CHRISTMAS WINDOW COMPETITION

It was **AGREED** that Councillors would distribute entry forms as follows

Cllr Costa - Chigwell Row, Councillor Skingsley-Morgan - Limes Farm, Cllr Rye - Grange Hill, Cllr Rizvi - Chigwell Parade, Cllr Skingsley - Shops by West Hatch.

It was AGREED Cllrs Braha and Rye would judge on Friday 19th December

FC185/25 - COUNCILLOR SURGERIES

The attendance sheet for councillor surgeries for January-May 2026 was updated but not completed. Matter to be deferred to next meeting

FC186/25 - BENCH AT BUS STOP

Deferred

FC187/25 - ACTING CLERK REPORT

To receive written updates from the Acting Clerk ([Appendix 6](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

It was **AGREED** to waive the fee proposed

It was AGREED the Clerk would look to the feasibility of amending cemetery regulations to state that if extra contractors are needed they will be chargeable. It was AGREED a process to control bookings around known staff availability would be put in place as part of the incoming Clerk's role and staff would be reminded of process

The matter of the possible retained deposit was delegated to the Acting Clerk to manage and **AGREED** that any deposit if retained would be donated to the Alzheimers Society

FC188/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Budget and Precept
Councillor Surgeries

FC189/25 - DATE OF THE NEXT MEETING

Thursday 22 January at 7.00pm

FC190/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

FC191/25 - RETENTION OF PARISH ASSETS AND FUNDS BY A THIRD PARTY

Members **NOTED** the officer's report concerning the safeguarding of certain Council owned assets and related insurance proceeds and the need to protect public funds and property.

Members **AGREED** the Acting Clerk in consultation with the Responsible Financial Officer would assemble and retain all relevant evidence and, if necessary, to report the matter to the police and to any other appropriate authority in order to protect Council assets and public money.

Members **AGREED** the Acting Clerk to offer one urgent meeting to the trustees of the organisation concerned, in order to set out the legal position and give a final opportunity for voluntary compliance before the matter is referred to the police, provided that this does not compromise or delay the protection of Council assets or funds.

Members **REAFFIRMED** that individual councillors have no authority to bind the Council or dispose of its assets outside formal, minuted decisions of full council and note that any assurances said to have been given by former councillors cannot create any legal entitlement in the absence of a council resolution or written agreement

FC192/25 - DAMAGE TO PARISH ASSETS BY A THIRD PARTY

Members **CONSIDERED** the officer report (Confidential Appendix 2) and **AGREED** to delegate the matter to the Clerk to address and report to Full Council

FC193/25 - LEGAL MATTERS

Members **NOTED** that stage 2 work was completed and **APPROVE** payment and associated movements from Reserves (Confidential Appendix 3)

The meeting closed at 8.57pm