



5th February 2021

TO: MEMBERS OF THE CHIGWELL PARISH COUNCIL

You are hereby **SUMMONED** to attend the virtual **COUNCIL MEETING** of the **CHIGWELL PARISH COUNCIL**, which will be held on **THURSDAY 11th FEBRUARY 2021**, utilising the Zoom Communications Services, hosted from the **Parish Council Offices**, Hainault Road, Chigwell, immediately following the Planning Committee meeting which commences at **7.30pm**, to transact the business shown in the Agenda below.

Meeting ID: 886 2558 6483

Password: 733564

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. RECORDING OF MEETINGS

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (l) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.


2. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES 

 To **APPROVE**, as a correct record, the Minutes of the Meetings of the Parish Council held on the 31st December 2020 and 14th January 2021.



5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- A Member with a personal interest in a matter must consider whether it is a "prejudicial interest" (i.e. prejudicial to the public interest).
- A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure [Minute No. 20.65)], the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

7. COMMUNICATIONS

To **RECEIVE** such communications as the Clerk may place before the Council.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

8. DOCUMENTS ON DEPOSIT



To **RECEIVE** notice of documents received and or deposited with the Clerk as shown at *Appendix 1*.

9. REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Payments/Incomes/Account Balances



To **APPROVE** the list of payments shown at *Appendix 2* which are due and **NOTE** the summary of income received and the account balances.

b) Reconciliation of Parish Council Bank Accounts with the Accounts Package

To check and confirm the reconciliation of the Bank Accounts with the Finance Accounts and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct. The relevant documentation will be tabled at the meeting.

c) Confirmation of Staff Salary Payments

To check and confirm the staff salary payments and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct.



**10. PARISH PLAN PRESENTATION by Rural Community Council of Essex (RCCE)**

Members are reminded that this council is a member of the Rural Community Council of Essex (RCCE) which provides a unique range of services geared to supporting the needs of Parish Councils and their local communities. These services include a network of field officers to support the development of a Parish Plan. Members are further reminded that at the meeting held on 14th January 2021, it was resolved that a Parish Plan for Chigwell would be progressed.

In the light of the above, a representative from the RCCE has been invited to attend this meeting to assist Members' consideration of the way in which the described intent will be progressed and developed into a robust and sustainable Parish Plan.

Members will now **RECEIVE** the respective presentation.

11. ATTENDANCE AT MEETINGS

Members are reminded that as Parish Councillors you have certain obligations, as a representative on this council, to your Ward residents. Consequentially, it is your implied responsibility to meet these obligations. To do this effectively you should be knowledgeable of the matters being considered at council and committee meetings.

The regular attendance of members, at these meetings and the assimilation of the respective documentation are integral aspects of your responsibilities to the electorate.

In the event of emergencies due notice should always be given to the Clerk, exclusively.

Members will now **RECEIVE** an advisory from the Chairman and the Clerk on this matter.

12. CHIGWELL CRIME STATISTICS

Members are reminded at the meeting held on 19th June 2020 it was resolved to receive information from the Community Policing Team. This option was suggested because the Policing Team are unable to give a presentation to the council utilising the 'Zoom' communications service. The data received from the Police Community Support Officer, includes the crime statistics for Chigwell Row, Chigwell Village, Grange Hill and Lambourne, up to 29th January 2021, relevant good news stories and social media addressees, as shown at **Appendix 3**, for Member's information.

Members are now asked to **CONSIDER** and **COMMENT**.

13. PARISH COUNCIL EMAIL ACCOUNT PROPOSAL 

Members are reminded that at the meeting held on 19th June 2020, it was resolved to investigate a proposal to establish specified 'Parish Council' email accounts, to be used by Councillors, exclusively for council business and this proposal would then be duly considered at a subsequent meeting.

Members are now advised that correspondence (dated 2nd February 2021) from the appointed IT Consultant pertaining to this matter has been received, as shown at **Appendix 4**, for Member's information.

Members are now asked to **CONSIDER** and **APPROVE** an appropriate course of action.



14. INTERNATIONAL WOMEN'S DAY EVENT PROPOSAL



Members are advised that International Women's Day (IWD) is a global day celebrating the social, economic, cultural and political achievements of women. Marked annually on March 8th, this is a call to action for accelerating gender parity. Significant activities are witnessed worldwide as a wide variety of groups come together to celebrate women's achievements or rally for women's equality. International Women's Day (IWD) is one of the most significant days of the year to, celebrate women's achievements, raise awareness about women's equality and lobby for accelerated gender parity. The campaign theme for International Women's Day 2021 is 'Choose To Challenge'.

Members will now **RECEIVE** a brief presentation from the Chairman on a proposal to undertake an International Women's Day (IWD) event in Chigwell.

Members are now asked to **CONSIDER** a proposal, as detailed at *Appendix 5*, then **APPROVE** an appropriate course of action.

15. CONSULTATION DOCUMENTS

To **NOTE** that there are no consultation documents.

16. MEMBERS' REPORTS

To **RECEIVE** brief reports from Members who are representatives on Committees, Working Groups or Outside Bodies.

17. HIGHWAY ISSUES

To note any Highways issues Members may have.

18. REPORT OF THE CLERK

To **RECEIVE** the written report of the Clerk on matters which may be of current interest, but which do not require to be reported formally;

- Members are reminded of the meetings of the Communications committee, scheduled for 17th February 2021, at 7pm and the Management committee scheduled for 25th February 2021, immediately after the Planning committee meeting, which is scheduled for 7.30pm.
- Following the most recent advisories pertaining to Public Health, the Adult Fitness Equipment, sited at Chigwell Row recreation ground and Chigwell Station Green is temporarily closed. Accordant signage has been erected.
- A number of online training opportunities have been made available by the Essex Association of Local Councils (EALC), which include Standing Orders, Financial regulations and Law/Procedures. Details have been sent to all Members by electronic means.
- He will be engaged in volunteering duties in support of the Epping Forest Foodbank, on Saturday 13th February 2021 and Saturday 27th February 2021.



- A distinctive wristwatch of reasonable value was found by staff, immediately outside the Parish office, in mid-August 2020.

19. REPORT OF THE CHAIRMAN

To *RECEIVE* the written report of the Chairman on matters which may be of current interest, but which do not require to be reported formally;

- Attended a planning consultation with other Parish Councillors
- Attended a meeting with the Chair of the Chigwell Resident's Association.
- Attended a meeting with the Clerk to the Council.

20. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

To *NOTE* any matters which a Member or the Clerk may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.

21. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (blue) pages, to *CONSIDER* the following motion to be proposed by the Vice Chairman:

"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."

There are FOUR confidential items to be considered

Anthony-Louis Belgrave
Clerk to the Council

