



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 11 December 2025

Time: 7.00pm

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

Members are hereby **SUMMONED** to attend the above meeting
to transact the following business.

Members are respectfully reminded that each item of business should be carefully examined, with
any pecuniary and non-pecuniary interests duly declared

Members to be present:

Cllr J Braha (Chair)	Cllr D Rye (Vice Chair)
Cllr O Ali	Cllr T Amuludun
Cllr L Clark	Cllr E Costa
Cllr R Hodds	Cllr E Skingsley
Cllr L Skingsley Morgan	Cllr F Rizvi

C Jefcoate - Acting Clerk, Chigwell Parish Council

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are 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 are 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

Cllr J Braha

Cllr D Rye

Acting Proper Officer

Date: 5 December 2025

FULL COUNCIL AGENDA

1. 🖐️ APOLOGIES FOR ABSENCE

To receive and **AGREE** to accept any apologies for absence

2. ANY OTHER ABSENCE

To **NOTE** any other absence

3. DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda

4. 🖐️ MINUTES

To **AGREE** the minutes of the meeting of 27 November as an accurate representation of what took place ([Appendix 1](#))

5. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

6. 🖐️ FINANCIAL MATTERS

Members are asked to **APPROVE** 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 is asked to **CONSIDER** 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)

To **REVIEW** any recommendations from the Finance and Governance Committee, including the Fund Flow Analysis, and **AGREE** on an appropriate course of action ([Appendix 2](#))

7. 🖐️ POLICIES FOR REVIEW AND ADOPTION

To consider the recommendation to **ADOPT** the following policies and **AGREE** an appropriate course of action regarding the recommendation

Chigwell Parish Council Password policy ([Appendix 3](#))

8. 🖐️ ESSEX COUNTY COUNCIL PART NIGHT LIGHTING PROGRAMME

To consider the officer report ([Appendix 4](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

9. 🖐️ 2026/27 BUDGET

To consider the budget proposals and suggestions received to date and finalise the budget available for projects in 2026/27 ([Appendix 5](#))

10. UKSPF - GRANT AGREEMENT/VICTORY HALL/HUB

To receive an update from the Acting Clerk

11. CHRISTMAS WINDOW COMPETITION

To receive an update from Cllrs Braha and Rye

12. 🖐️ COUNCILLOR SURGERIES

To receive an update from Councillor Rye and to **AGREE** the Councillors to attend surgeries for January-May 2026

13. BENCH AT BUS STOP

At the Council meeting of 26 June Cllr Clarke was appointed to liaise with District Councillor Alan Lion and County Councillor Lee Scott to support a request to ECC for a future upgrade of the Fencepiece Road bus stop. To **CONSIDER** a progress report on the bus stop/bench from Cllr Clarke

14. 🖐️ ACTING CLERK REPORT

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

15. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**16. 🖐️ DATE OF THE NEXT MEETING**

Thursday 22 January at 7.00pm

17. 🖐️ 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.”

18. 🖐️ RETENTION OF PARISH ASSETS AND FUNDS BY A THIRD PARTY

To **CONSIDER** the officer report (Confidential Appendix 1) and **AGREE** an appropriate course of action

19. 🖐️ DAMAGE TO PARISH ASSETS BY A THIRD PARTY

To **CONSIDER** the officer report (Confidential Appendix 2) and **AGREE** an appropriate course of action

20. 🖐️ LEGAL MATTERS

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

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.



Indicates Councillors are expected to make a decision (within the remit of the committee)