



Chigwell PARISH COUNCIL

**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 22 January 2026

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

J Selvarajah - Clerk and Proper Officer

C Jefcoate - Assistant to the 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

Jason Selvarajah

Clerk and Proper Officer to Chigwell Parish Council

Date: 16 January 2026

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 11 December 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. WELCOME TO THE NEW CLERK AND OFFICER DESIGNATION

To introduce and welcome the new Clerk Mr Jason Selvarajah

The Council will **NOTE** that it has in place a Clerk and Proper Officer (Jason Selvarajah) and a Responsible Financial Officer (Olga Linkeviciene) in accordance with Chigwell Parish Council Standing Orders. The Council will note that in accordance with the Standing Orders it has appointed a Clerk and Proper Officer and a Responsible Financial Officer (Olga Linkeviciene). The Council will further **NOTE** that the Chair and Vice-Chair are no longer authorised to act as Proper Officer from 12 January 2026.

7. OPENING A SECOND BANK ACCOUNT FOR SALARY PAYMENTS

To consider the recommendation of the Finance & Governance Committee that the Council opens a second bank account with Unity Trust Bank to be used solely for the payment of staff salaries.

The Committee recommends a dedicated salaries account to support appropriate confidentiality and governance, specifically:

Confidentiality - to ensure staff members who require access to the Council's main bank account(s) for day-to-day payments and reconciliations cannot view individual salary payment details.

Public inspection period - to reduce the risk of salary details being inadvertently disclosed and to make it easier to manage confidentiality during the annual public inspection of accounts and related document handling.

Precedent / good practice - this reflects the Council's previous approach whereby salaries were paid separately from the Clerk's operating account, providing a clear separation of sensitive payroll transactions from routine payments.

Recommended resolution: That Chigwell Parish Council approves the opening of a Unity Trust Bank account to be designated as the Salaries Account, used exclusively for payroll-related payments and authorises the Clerk and RFO to complete the account opening process.

8. Q3 REPORT - SPEND AND INCOME TO DATE

To **NOTE** the summary of the position to the end of Q3 ([Appendix 2](#)) has been circulated to all Councillors

9. VIREMENTS

EFDC Invoice – November By-Election (£7,048.80) and Virement - To consider the Finance & Governance Committee's recommendation following the Officer report presented on 13 January 2026 regarding the invoice received from Epping Forest District Council for administration of the November by-election at which Cllr Erika Skingsley was elected, in the sum of £7,048.80. Members are asked to note that the Council had previously budgeted £5,000 for election costs and that this provision is insufficient to meet the full invoice, requiring an in-year virement. It is proposed that the additional funding required be met by virement from the Christmas Lighting and Play in the Park budgets, with the RFO to apply the split based on available underspend and remaining commitments and to report the final movements in the next budget monitoring update. Council is also asked to approve payment of the invoice in accordance with the Council's financial regulations.

Recommended resolution: That Chigwell Parish Council notes receipt of EFDC's by-election invoice for £7,048.80, approves payment, and approves a virement within the current year's budget from the Christmas Lighting and Play in the Park budgets to fully fund the expenditure, with the final split to be determined and reported by the RFO.

Crown Oil Invoice - Diesel Purchase under PO3621 totaling £596.20 for 500 litres

Recommended resolution: That Chigwell Parish Council notes receipt of Crown Oil's invoice for £, approves payment and approves a virement of £310.00 within the current year's budget from from Code 108 (Equipment Maintenance), which currently has a remaining budget of £5,724.40, to Code 118 (Gas, Oil, Petrol, and Diesel).

Victory Hall utilities and operations

Recommended resolution: That Chigwell Parish Council notes the potential shortfall in the budget for Victory Hall utilities for Q4 and approves a virement of £4,500 within the current year's budget from the Cost Code 63 (VH Maintenance) budget to fully fund the expenditure

10. INTERIM INTERNAL AUDIT REPORT

Members are asked to **CONSIDER** the Auditor's report and **AGREE** the recommendations ([Appendix 3](#)) from F&G as a result of the report, namely:

Recommended resolution: That Chigwell Parish Council

Will adopt and publish an IT Policy by 31 March 2026

Will publish annually on the website details of all allowances claimed by members in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003

Will correct the Asset Register to reflect the Council are the registered Keeper but not the owner of vehicle registration YG73 ALR. Unlike vehicles owned by the Parish it will not be included in the AGAR asset register total

11. MEMBERS' ALLOWANCES

Councillors are reminded that allowances are assessable for tax and national insurance and they are required to complete a declaration that they accept responsibility for this. Members are referred to the [Tax Treatment of Local Government Councillors and civic dignitaries: expenses deductions guidance note](#)

Recommended resolution: That Chigwell Parish Council:

AGREES that all elected councillors are required to complete the "Members' Allowances – Tax, National Insurance and Publication Declaration (All Allowances)" and instructs the Clerk to issue the declaration to all councillors (including any newly elected councillors) and to retain the signed declarations in the Council's records. Councillors are required to return the completed declaration within seven days of it being issued.

NOTES that where allowances are payable, the Council will request completion of the declaration before any further allowances are paid (as applicable), and that councillors remain responsible for their own tax/National Insurance affairs.

12. ICCM AUDIT REPORT

To **CONSIDER** the Auditor's report and the recommendations of the Finance & Governance committee ([Appendix 4](#)) and **AGREE** an appropriate course of action regarding the recommendations therein, namely:

Recommended resolution: That Chigwell Parish Council

NOTES the ICCM cemetery management audit and the accompanying action plan.

AGREES to adopt the action plan as the Council's implementation framework for delivering the audit recommendations, including the use of Scribe for deeds, permits, document storage and diary management as standard practice, the development and adoption of the required cemetery, memorial safety and health and safety policies, the introduction of inspection and recording regimes, completion of register reconciliation and lease renewal tracking, development of an administrative procedures manual, routine grounds inspections and surveys, and exploration of appropriate income generation initiatives.

AGREES the monitoring and reporting arrangements, with a monthly progress update to the Finance and Governance Committee and a quarterly progress report to Full Council.

AGREES to delegate authority to the Parish Clerk to implement all necessary mitigation and actions required to achieve the audit recommendations, including commissioning training and introducing operational procedures, and to bring forward any policies requiring formal adoption through the appropriate committee and Full Council as required.

13. WRITE OFF AHEAD OF BUDGET

To **CONSIDER** the RFO's report ([Appendix 5](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

14. 2026/27 BUDGET - CONSIDERATION AND APPROVAL

To consider the draft budget for the financial year 2026/27, including proposed revenue expenditure, estimated income, use of reserves and the resulting budget requirement. The draft budget for 2026/27 has been prepared by the RFO and previously reviewed by Finance and Governance Committee (minutes ref: FG103/25, FG083/25, FG067/25) and Full Council (minute ref: FC182/25, FC153/25). Members are asked to consider the proposals and, if satisfied, approve the budget as presented ([Appendix 6](#)), to guide the Council's financial planning and decisions for 2026/27.

Recommended resolution: That Chigwell Parish Council **APPROVES** the 2026/27 budget as presented (Appendix 5) and authorises the Clerk and RFO to implement the budget framework and take any necessary administrative steps arising from the decision.

15. COUNCILLORS' ELIGIBILITY TO PARTICIPATE IN SETTING THE PRECEPT (COUNCIL TAX ARREARS DECLARATION)

Recommended resolution: That Chigwell Parish Council **NOTES** and **CONFIRMS** that each Councillor is eligible to participate in, vote on, and sign the precept decision, by confirming they are not in arrears with their Council Tax payable to Epping Forest District Council.

Each Councillor is required to complete and sign a declaration confirming their Council Tax is paid up to date (or that any liability is subject to a formal arrangement and not in arrears, as applicable). The Clerk to record that declarations were signed and received prior to the precept

vote. Any Councillor unable to confirm eligibility to declare must excuse themselves from the following item and not take part in any discussions or vote.

16. 2026/27 PRECEPT - CONSIDERATION AND APPROVAL

To consider and approve the Parish Council's precept request for the financial year 2026/27, having regard to the approved budget, anticipated income, and the planned use of reserves (Appendix 7).

Recommended resolution: That Chigwell Parish Council **APPROVES** the precept requirement for 2026/27 and authorises the Clerk and RFO to submit the request to Epping Forest District Council by the required deadline.

17. PLAY IN THE PARK 2026

To **CONSIDER** the officer report (Appendix 8) and the recommendations therein namely that the Council **AGREE** locations and dates for Play in the Park 2026

18. UKSPF - GRANT AGREEMENT/VICTORY HALL/HUB

To receive an update from the Clerk

19. CHRISTMAS WINDOW COMPETITION

To receive an update from Cllrs Braha and Rye

20. COUNCILLOR SURGERIES

To receive an update from Cllr Rye

21. BUS STOP UPGRADE

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 from Cllr Clarke

22. CLERK REPORT

To receive written updates from the Acting Clerk (Appendix 9) and **AGREE** an appropriate course of action regarding the recommendations therein

23. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

24. DATE OF THE NEXT MEETING

Thursday 26 February at 7.00pm

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.”

26. RETENTION OF PARISH ASSETS AND FUNDS BY A THIRD PARTY

To **NOTE** the update from officers and **AGREE** an appropriate course of action

27. LEGAL MATTERS

To **NOTE** the update from officers and **AGREE** an appropriate course of action

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)**