Chigwell PARISH COUNCIL

MEETING OF FULL COUNCIL (INCLUDING PLANNING)

Date: Thursday 27 August 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 D Rye (Chair)	Cllr T Amuludun (Vice Chair)
Cllr O Ali	Cllr J Braha
Cllr L Clark	Cllr E Costa (Chair of Planning Committee)
Cllr R Hodds	Cllr C Jefcoate (Vice Chair of Planning Committee)
Cllr E Skingsley	Cllr L Skingsley-Morgan
Cllr F Rizvi	

Clerk to the Council: Jason Selvarajah MSc
Responsible Financial Officer: Olga Linkeviciene

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 MSc

Clerk and Proper Officer to Chigwell Parish Council Date: 21 August 2026

AGENDA- FULL COUNCIL (INCLUDING PLANNING)

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 approve, as a true and accurate record, the minutes of the Planning Committee meeting held on 13 August 2026 **(Appendix 1a)** and the Full Council meeting held on 23 July 2026 **(Appendix 1b)**.

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.

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6. PLANNING

To **CONSIDER** the following applications received for the weeks ending 7 and 14 August 2026

6.1 EPF/1527/26 - 22, Northdene, Chigwell, IG7 5JT

Garage conversion into habitable space, ground floor single storey front, rear and side extension and part first floor side and rear extension.

To **NOTE** and **COMMENT** if appropriate, the following Approval of Details Reserved by A Condition. This type of application is needed where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which wasn't fully described in the original application. These details need to be submitted for approval before the development can begin

6.2 EPF/1494/26 - 29, Chigwell Rise, Chigwell, IG7 6AQ

Approval of Details Reserved by Condition 4 Surface Water Drainage of EPF/0783/26 (Part single and part double storey rear and front extension, single storey side extension and loft conversion including raising roof ridge).

6.3 EPF/1509/26 - 19, Globe Cottage, Lambourne Road, Chigwell, IG7 6HA

Approval of Details Reserved by Conditions 5 and 22 Foul and Surface Water Drainage of EPF/0834/22 (The development of three family dwellings on the site of the previously consented scheme at 19 Lambourne Road. The proposal is comprised of three 4-bedroom dwellings, similar in height, materials & style to the neighbouring buildings).

To **NOTE** and **COMMENT** if appropriate, the following Prior Approval Applications

6.4 EPF/1506/26 - 22, Northdene, Chigwell, IG7 5JT

Erection of single storey ground floor rear extension 6.00 x 3.00 x 3.00.

To **NOTE** and **COMMENT** if appropriate, Lawful Development Applications - If a property owner wants to be certain that the existing or proposed use or development of a building is lawful for planning purposes or that their proposal does not require planning permission, they can apply for a 'Certificate of Lawful Existing Use or Development' (CLEUD) or a 'Certificate of Lawful Proposed Use or Development' (CLPUD)

6.5 EPF/1505/26 - 22, Northdene, Chigwell, IG7 5JT

Certificate of Lawful Development for proposed loft conversion with rear dormer and front roof lights.

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7. FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** the Summary Report from the Financial Officer **(Appendix 2)**
To **REVIEW** the proposed payments for August **(Appendix 3a)** and September **(Appendix 3b)** and **APPROVE** if appropriate
To **REVIEW** the card payments for July and **APPROVE** if appropriate **(Appendix 4)**
To **REVIEW** the bank reconciliation to 31 July and **APPROVE** if appropriate **(Appendix 5)**
To **REVIEW** the report detailing salary, superannuation and tax payments for August 2026 paid 11 August and September 2026 paid 11 September **(Appendix 6)**

To **NOTE** the reported cemetery activities to 31 July 2026 **(Appendix 7)**

8. FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Council are asked to **NOTE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 21 August 2026 **(Appendix 8)**

Members to **NOTE** we will now create new current account with Unity Trust Bank for the Community Hub and Victory Hall development works previously agreed by Full Council.

9. UPDATE FROM THE COMMUNITY SERVICES AND ASSETS COMMITTEE

Members to **NOTE** the Christmas lights proposal from the Community Services and Assets Committee and **CONSIDER** an appropriate course of action **(Appendix 9)**

10. UPDATE FROM THE CHAIR

Members to **NOTE** the Chairs report **(Appendix 10)**

11. UPDATE FROM THE CLERK

Members to **NOTE** the Clerks report **(Appendix 11)** and Policy Document **(Appendix 11a)** and appropriate course of action regarding the recommendations therein.

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

13. DATE OF THE NEXT MEETING

Thursday 24 September 2026 at 7.00pm

14. 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.”

15. TENDER PROCESS UPDATE (COMERCIALLY SENSITIVE)

Members to **NOTE** the Clerks update regarding the tender process concerning proposed improvements to the Community Hub and Victory Hall **(Confidential Appendix 1)**

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 is 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.