Chigwell PARISH COUNCIL

MEETING OF FULL COUNCIL

Date: Thursday 24 September 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
Cllr R Hodds	Cllr C Jefcoate
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: 18 September 2026

AGENDA- FULL COUNCIL

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 Full Council Meeting (including Planning) held on 27 August 2026 **(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 TRANSACTIONS AND BANK RECONCILIATIONS**

To **REVIEW** the Summary Report from the Financial Officer and **AGREE** the appropriate course of action regarding the recommendations therein **(Appendix 2)**
To **REVIEW** the card payments for August and **APPROVE** if appropriate **(Appendix 3)**
To **REVIEW** the bank reconciliation to 31 August and **APPROVE** if appropriate **(Appendix 4)**

To **NOTE** the reported cemetery activities to 31 August 2026 **(Appendix 5)**

7. **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 6)**

8. EXTERNAL AUDIT 2025/26

Members to **NOTE** the successful conclusion of the Council's external audit for the financial year ended 31 March 2026, as detailed in the Report and supporting appendices.

The Council's external auditor has completed its review of the Annual Governance and Accountability Return (AGAR) for 2025/26 and issued an unqualified opinion, with no matters of concern or recommendations arising.

The auditor confirmed that the Council's governance arrangements, financial management and accounting statements comply with the required standards. The audited accounts demonstrate that the Council remains in a strong financial position

Officers will now complete the remaining statutory requirements, including publication of the Notice of Conclusion of Audit and certified AGAR documentation on the Council's website.

External Auditor's Report and Certificate 2025/26 **(Appendix 7)** and Certified Annual Governance and Accountability Return (AGAR) 2025/26 **(Appendix 8)**

9. THE PADDOCKS S.106 LAND

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 9)**

10. COURTLAND DRIVE BIODIVERSITY MANAGEMENT PLAN REVIEW

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 10)**

11. EXPIRED EXCLUSIVE RIGHTS OF BURIAL

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 11)**

12. REMINDER: CODE OF CONDUCT TRAINING AND RETURN OF SIGNED CODE OF CONDUCT

Members are reminded that Code of Conduct Refresher Training has been arranged for Thursday, 12 November, from 7:00pm to 9:00pm at the Parish Offices. Members are requested to confirm their attendance with the Clerk at the earliest opportunity.

Further to Minute Reference FC056/26 (Full Council, 27 August 2026), the Clerk has circulated the Council's current Code of Conduct to all Members for review. Members are reminded to sign and return the document to the Clerk, with signed copies being retained on file for governance purposes.

This training and the return of signed Code of Conduct forms form part of the Council's commitment to maintaining high standards of conduct, accountability and good governance. Members who have not yet returned their signed copy are requested to do so as soon as possible.

13. UPDATE FROM THE CLERK

Members to **NOTE** the Clerks report and appropriate course of action regarding the recommendations therein **(Appendix 12)**

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

15. DATE OF THE NEXT MEETING

Thursday 22 October 2026 at 7.00pm

16. 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."

17. TENDER PROCESS UPDATE (CONFIDENTIAL- COMERCIALLY SENSITIVE)

Members to **NOTE** the Officer confidential report regarding the conclusion of the tender process concerning proposed improvements to the Community Hub and Victory Hall.
(Confidential Appendix 1 and Confidential Appendix 1a)

18. CEMETERY RELATED REFUND REQUEST (CONFIDENTIAL- GDPR)

Members to **NOTE** the Officer confidential report and appropriate course of action regarding the recommendations therein.
(Confidential Appendix 2)

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.