



MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 23 October 2025

Time: 7.00pm

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

Members present:

Cllr J Braha (Chair)

Cllr T Amuludun

Cllr E Costa

Cllr O Ali

Cllr L Clark

Cllr F Rizvi

C Jefcoate - Acting Clerk, Chigwell Parish Council

Members of the Public and Councillors were 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 were 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

FC125/25 - APOLOGIES FOR ABSENCE

Members received D to accept any apologies for absence from: Cllr D Rye, Cllr R Hodds, Cllr L Skingsley Morgan

FC126/25 - ANY OTHER ABSENCE

None

FC127/25 - DECLARATIONS OF INTEREST

None

FC128/25 - MINUTES

Members **AGREED** the minutes of the meeting of 13 October as an accurate representation of what took place ([Appendix 1](#))

FC129/25 - PUBLIC PARTICIPATION

None

FC130/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** and **AGREED** the bank payments for October ([Appendix 2](#))

Members **REVIEWED** and **NOTED** the card payments for September ([Appendix 3](#))

Members **REVIEWED** and **NOTED** the Individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT (Financial Regulation 5.15) ([Appendix 4](#))

Members **REVIEWED** and **NOTED** expenditure under Emergency Work Report 1 Sept - 3 Oct 2025 under authorised by delegated authority of the Chair and Vice Chair (Financial Regulation 5.18) ([Appendix 5](#))

FC131/25 - S 3 OF THE 2024/25 AUDIT AND THE NOTICE OF CONCLUSION OF THE AUDIT

Councillors **NOTED** the Section 3 of the AGAR, the External Auditor's Report and Certificate and the Conclusion of the Audit for 2024/25 ([Appendix 6](#)). A vote of thanks was given to the RFO for all her work on achieving excellent results

FC132/25 - VIREMENTS

Members **CONSIDERED** the recommendations in regards to virements from the RFO ([Appendix 7](#)) an **AGREE** as follows:

To approve the virements with the exception of the contingency fund for future burials which should be no more that £3,200 for the period to 31 March 2026. This should only be spent in exceptional circumstances. It was noted the cemetery staff leave should be recorded on the central calendar and cemetery diary and due diligence should mean that coffin burials are not booked during periods when it is known that insufficient staff will be available to carry out grave preparation.

FC133/25 - POLICIES FOR REVIEW AND ADOPTION

Members **AGREED** to **ADOPT** as policy the Chigwell Parish Council Infection Prevention and Control (IPC) Policy ([Appendix 8](#))

FC134/25 - UKSPF GRANT AGREEMENT

Members **CONSIDERED** the officer report ([Appendix 9](#)) and the recommendations therein and **AGREED** that the Grant Agreement be signed

FC135/25 - APPOINTMENT OF ACTING CLERK

Members **NOTED** Cllr Jefcoate was appointed Acting Clerk from 1 May 2025 for an period of six months or other time decided by this Council and **CONSIDERED** a report from the Chair of the Council ([Appendix 10](#)) and the recommendations therein and **AGREE** Cllr Jefcoate would be appointed Scatting Clerk for a further three months to 31 January with an extension of up to four additional weeks to the end of February, depending on the start date of the new Clerk

FC136/25 - CHRISTMAS TREE LIGHTING CEREMONY

Members **CONSIDERED** the report from Cllr Rye ([Appendix 11](#)) and the recommendations therein and **AGREED** that the Christmas lighting ceremony would go ahead on 6th December 2025 and delegated authority to Cllr Rye to oversee the preparations for it

FC137/25 - CHRISTMAS LIGHTS

Members **CONSIDERED** the report from officer ([Appendix 12](#)) and the recommendations therein and **AGREE** the expenditure by officers of £1,562.50 plus VAT to Sparx Electrics for the Install, removal and storage of Christmas tree lights and the replacement of 5x sets of faulty lights

FC138/25 - REMEMBRANCE DAY

Members **CONSIDERED** the report from officer ([Appendix 13](#)) and the recommendations therein and agree any Remembrance Day services or activities in the Parish and appoint Councillors to lay all wreaths in the Parish on Remembrance Sunday as follows:

Cllr Ali - St Marys
Cllr Rye - St Winifreds
Cllr Hodds - All Saints
Cllr Skingsley-Morgan - Chigwell Cemetery

FC139/25 - COMMUNITY USE - APPLICATION

To **CONSIDER** the officer report ([Appendix 14](#)) and the recommendations therein and **AGREE** an appropriate course of action, namely

Council **APPROVED** the Chanukah illuminations on Station Green from 9-22 December 2025 and the switch on ceremony on 16 December 2025, granted a 100 per cent concession so fees are waived, confirmed the applicant will remove rubbish from Green and not place in existing litter bins and requires the standard conditions and documentation.

Subject to liability and risk requirements being met, Council **DELEGATED** authority to the Clerk to finalise the fee and access for the Sunday yoga/meditation group, subject to some further information and the logistics of secure use of the Hub

FC140/25 - CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

Deferred

FC141/25 - 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. Members **CONSIDER** a progress report on the bus stop/bench from Cllr Clarke who confirmed she was still collating details of residents in need. She is to contact Cllr Lion to establish if he is able to use a list of names/postcodes with testimonials. If so, she will collate the same using a combination of emails and a resident survey to gather data

FC142/25 - ACTING CLERK REPORT

Members **CONSIDERED** the written updates from the Acting Clerk ([Appendix 15](#)) and **AGREED** a trial hole could be dug on Station Green subject to other users. Authority was delegated to the Clerk to arrange

FC143/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Appointment of the Clerk/Proper Officer

FC144/25 - DATE OF THE NEXT MEETING

Thursday 27 November at 7.00pm

FC145/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

Members **CONSIDERED** and **AGREED** the following motion 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.”

FC146/25 - EMPLOYMENT MATTERS

Members receive and **NOTED** a report on ongoing matters (Confidential Appendix 1) and **AGREED** to endorse the HR consultant’s advice with regard to necessary action and oversight regarding core roles and duties