



## MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 27 November 2025

Time: 7.00pm

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

Members to be present:

Cllr J Braha (Chair)	Cllr D Rye (Vice Chair)
Cllr E Costa	Cllr E Skingsley
Cllr L Skingsley Morgan	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

### **FC147/25 - APOLOGIES FOR ABSENCE**

Members received and **AGREED** to accept apologies for absence from Cllr L Clark, Cllr R Hodds and Cllr T Amuludun

### **FC148/25 - ANY OTHER ABSENCE**

Cllr O Ali

### **FC149/25 - DECLARATIONS OF INTEREST**

Cllr Skingsley Morgan declared a personal interest in item 6 (Appointment of a Councillor to Committees) in that she was related to the Councillor being discussed. She considered it non-prejudicial and confirmed she would not withdraw for the item

Cllr Skingsley Morgan and Cllr Skingsley declared a personal interest in item 15 (UKSPF Grant Agreement) in that they were volunteers at the Community Hub. They considered it non-prejudicial and confirmed they would not withdraw for the item.

**FC150/25 - MINUTES**

Members **AGREED** the minutes of the meeting of 23 October as an accurate representation of what took place ([Appendix 1](#))

**FC151/25 - PUBLIC PARTICIPATION**

None

**FC152/25 - APPOINTMENT OF A COUNCILLOR TO COMMITTEES**

Members **AGREED** that, following her election as Parish Councillor for the Grange Hill Ward and completion of her Declaration of Acceptance of Office, Cllr Erika Skingsley be appointed as a member of the Council's committees as follows:

Planning Committee - it was **NOTED** Cllr Skingsley was automatically appointed to the Planning Committee under Standing Orders

Finance and Governance Committee - Cllr Skingsley was appointed to the F&G committee

for the remainder of the current municipal year, and that the committees' membership lists and any associated documents be updated accordingly.

**FC153/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS**

Members **NOTED** that Payments, Receipts and Budget vs Actual spent for Q2 2025/26 have been circulated to all councillors on 12th November 2025

Members **NOTED** that the first Draft Budget 2026/27 was presented and discussed at the Finance and Governance Committee meeting on 11th November 2025 ([Appendix 2](#)). Members **NOTED** the recommendation of F&G that the precept was not increased for 26/27 and the resulting impact on available budget for projects. Committees were reminded that any requests for addition spend would need to be presented to F&G and approved by Full Council for inclusion in the budget

**FC154/25 - CANCELLATION OF EROB**

Members **CONSIDERED** the officer report ([Appendix 3](#)) and **AGREED** the the cancellation of the EROB

**FC155/25 - VIREMENTS**

Members **CONSIDERED** and **AGREED** the recommendations in regards to Virements from the RFO ([Appendix 5](#)) including the overspent budget 2025/26 under the RFO report and the required virement to balance the budget 2025/26

**FC156/25 - INTERNAL CONTROL FOR Q3 2025/26**

Members **APPOINTED** Cllr Skingsley to verify bank reconciliations. Members are advised that the Council should appoint the member(s) to verify bank reconciliations (for all accounts) produced by

IRFO. The member (s) shall sign the reconciliations and the original bank statements as evidence of verification (Financial Regulations 2.2).

### **FC157/25 - ADDITIONAL BANK ACCOUNT**

Members **CONSIDERED** the report from the RFO ([Appendix 6](#)) and the recommendations therein and **RESOLVED** to establish a new earmarked reserve titled Chigwell Community Hub and Victory Hall Refurbishment in the sum of £72,481.20 made up of £60,401 from Epping Forest District Council and £12,080.20 from the Council, to approve the opening of a new interest bearing bank or building society account to hold and manage these project funds, to approve the transfer of the existing earmarked Reserve for Victory Hall refurbishment into the new account once opened, to approve Councillors Jefcoate, Costa, Skingsley-Morgan and Braha as signatories to the new account with the Responsible Finance Officer as account administrator, and to delegate authority to the Clerk and Responsible Finance Officer to identify and open an appropriate interest bearing account and complete all necessary documentation

### **FC158/25 - POLICIES FOR REVIEW AND ADOPTION**

Members **CONSIDERED** the recommendation to **ADOPT** the following policies and **AGREED** to adopt the Chigwell Parish Council TOIL Policy ([Appendix 7](#))

### **FC159/25 - AMENDED POLICIES FOR REVIEW AND ADOPTION**

Members **CONSIDERED** and **AGREED** the recommendation to **ADOPT** the Chigwell Parish Council Cemetery Regulations as amended ([Appendix 8](#)) and the recommendations therein, namely:

Approves the amendment regarding liability for existing memorials featuring cladding extending down the side of the landing.

Approves the prohibition of new memorials with such cladding, effective from 01 January 2026, and requires all memorial applications from that date to comply with this provision.

Approves the introduction of a regulation permitting inscriptions on the reverse of headstones, subject to approval by the Cemetery Registrar.

Authorises officers to update the published Cemetery Regulations and notify relevant stakeholders, including memorial masons and funeral directors

### **FC160/25 - CHRISTMAS TREE LIGHTING CEREMONY**

Members **CONSIDERED** the update from Cllr Rye and the recommendations therein and **AGREED** as follows:

The poster will be put up on Friday and shared on our social media channels. The timeline is that people will arrive from about 5.45 pm on Saturday 6 December, and once the lights have been switched on all are invited back to the Hub for light refreshments. Sam is completing the risk assessment and Councillor Scott has kindly agreed to switch the lights on. Reverend Kosla has been in touch and will be leading the carols on the Green and at the Hub. The event is currently within budget. Councillor Skingsley Morgan was asked to forward all correspondence she had sent and received relating to the matter to the Council.

Details will be published on our social media by Debora. Councillor Rye has drafted a procedure for future reference. Any left over food will be donated to the Community Pantry and any remaining budget will be used to pay staff costs

#### **FC161/25 - UKSPF - GRANT AGREEMENT/VICTORY HALL/HUB**

Members **CONSIDERED** and **AGREED** the recommendations of the Finance & Governance committee ([Appendix 9](#)), namely:

That the procurement is to be on a design and build basis so that responsibility for detailed design and construction sits with one contractor

That the tender scope is to include the Victory Hall kitchen so that the Parish can secure economies of scale, minimise disruption and achieve a coordinated outcome

The Council **NOTED** that the Acting Clerk already has authority from Full Council to spend up to £7,500 on the specialist surveys and professional advice needed to prepare the working drawings and tender documentation and that this is being progressed

#### **FC162/25 - CHRISTMAS WINDOW COMPETITION**

Members **CONSIDERED** the proposed application form ([Appendix 10](#)) and **AGREED** that the close date of 18th December and it would be judged by Cllr Braha and an award would be made in each ward. Cllr Skingsley will forward the original file of the form to the office and Cllr Costa, Cllr Skingsley Morgan, Amulundun, Rizvi and Braha will deliver the application forms to the shops and pubs in Chigwell

#### **FC163/25 - CHRISTMAS MEMORIAL TREE**

Members **CONSIDERED** the proposed application form ([Appendix 11](#)) and **AGREED** to the memorial tree

#### **FC164/25 - BENCH AT BUS STOP**

Deferred

#### **FC165/25 - CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN**

Deferred

#### **FC166/25 - PROPOSED WORKS ON STATION GREEN**

Members **CONSIDERED** the officer report ([Appendix 12](#)) and **AGREED** the recommendations:

That Full Council authorises the Acting Clerk to give written permission to WHP Telecoms and their contractors to dig one trial or exploratory hole on Parish Council land at Chigwell Green on the conditions set out in the report

#### **FC167/25 - REPLACEMENT NOTICE BOARD - LIMES FARM**

Members **CONSIDERED** the officer report ([Appendix 13](#)) and **AGREED** the purchase and installation of the Nobo Premium Plus Outdoor Notice Board listed above at a cost of £152.10 (excl. VAT).

#### **FC168/25 - ACTING CLERK REPORT**

Members received written updates from the Acting Clerk ([Appendix 14](#)) and **AGREED** that the process for the return of the bus and outstanding funds continued to be led by officers and that the charity be asked to include their event was supported by Chigwell Parish Council when promoting it

#### **FC169/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

An update from officers regarding the matter of the Paris buses

#### **FC170/25 - DATE OF THE NEXT MEETING**

Thursday 11 December at 7.00pm

#### **FC171/25 - EXCLUSION OF THE PUBLIC AND THE PRESS**

Members **CONSIDERED** and **AGREED** 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.”

#### **FC172/25 - STAFF MATTERS - APPOINTMENT OF CLERK/PROPER OFFICER**

Members received a report and recommendations from the HR consultant, Acting Clerk, Chair of Personnel and Chair of the Council regarding the appointment of a Clerk and **AGREED** an appropriate course of action regarding the recommendations therein (Confidential Appendix 1)

#### **FC173/25 - STAFF MATTERS - REQUEST TO CONSIDER THE APPOINTMENT OF AN APPRENTICE**

Members **CONSIDERED** the officer report and **AGREED** an appropriate course of action regarding the recommendations therein (Confidential Appendix 2), namely that an apprentice be engaged on the terms detailed

The meeting closed at 8.25pm