



**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 D Rye (Vice Chair)

Cllr O Ali

Cllr L Clark

Cllr E Skingsley

Cllr F Rizvi

Cllr T Amuludun

Cllr E Costa

Cllr L Morgan Skingsley

J Selvarajah - Clerk and Proper Officer

C Jefcoate - Assistant to the 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

FC194/25 - APOLOGIES FOR ABSENCE

To receive and **AGREE** to accept any apologies for absence - Cllr J Braha (Chair), Cllr R Hodds

FC195/25 - ANY OTHER ABSENCE

To **NOTE** any other absence

FC196/25 - DECLARATIONS OF INTEREST

Cllr Skingsley –Morgan – item 18 volunteers at hub 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

FC197/25 - MINUTES

Members **AGREED** the minutes of the meeting of 11 December were an accurate representation of what took place (**Appendix 1**)

FC198/25 - PUBLIC PARTICIPATION

Cllr Sunger expressed thanks on behalf the District and County Councillors to Cllr Celina Jefcoate for her service as Acting Clerk since May and welcomed the new Clerk Jason Selvarajah

FC199/25 - WELCOME TO THE NEW CLERK AND OFFICER DESIGNATION

The new Clerk and Proper Officer Mr Jason Selvarajah was introduced and welcomed

The Council **NOTED** for the minutes 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 further **NOTED** that the Chair and Vice-Chair together are no longer authorised to act as Proper Officer from 12 January 2026.

#Cllr Skingsley joined the meeting

FC200/25 - BUS STOP UPGRADE

Under Full Council minute ref FC033/25, 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. Under the same minute Council **NOTED** that bus stop seating is the responsibility of Essex County Council and that the Parish Council will not fund or install it

Members **CONSIDERED** a progress report on the bus stop from Cllr Clarke and **AGREED** that evidence of need was required before a request could be submitted to Essex Highways regarding any bus stop upgrade. The Clerk confirmed the matter of use, ownership and responsibility was being investigated by officers and members **AGREED** the matter would return to Full Council when appropriate

#Cllr Clarke left the meeting at 7.34pm

FC201/25 - OPENING A SECOND BANK ACCOUNT FOR SALARY PAYMENTS

Members considered 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.

Members **AGREED** the opening of a Unity Trust Bank account to be designated as the Salaries Account, used exclusively for payroll-related payments and authorised the Clerk and RFO to complete the account opening process.

FC202/25 - Q3 REPORT - SPEND AND INCOME TO DATE

Members **NOTED** the summary of the position to the end of Q3 (**Appendix 2**) has been circulated to all Councillors

FC203/25 - VIREMENTS

EFDC Invoice – November By-Election (£7,048.80) and Virement

Members **CONSIDERED** 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 **NOTED** 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. Members **AGREED** 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 **APPROVED** the payment of the invoice in accordance with the Council's financial regulations.

Members **NOTED** receipt of EFDC's by-election invoice for £7,048.80, **APPROVED** payment and **APPROVED** 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

Members **NOTED** receipt of Crown Oil's invoice for £596.20, **APPROVED** payment and **APPROVED** a virement of £310.00 within the current year's budget 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

Members **NOTED** the potential shortfall in the budget for Victory Hall utilities for Q4 and **AGREED** a virement of £4,500 within the current year's budget from the Cost Code 63 (VH Maintenance) budget to fully fund the expenditure

FC204/25 - INTERIM INTERNAL AUDIT REPORT

Members **CONSIDERED** the Auditor's report and **AGREED** the recommendations (**Appendix 3**) from F&G as a result of the report, namely:

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

FC205/25 - MEMBERS' ALLOWANCES

Councillors were 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**

Chigwell Parish Council:

AGREED that all elected councillors are required to complete the "Members' Allowances – Tax, National Insurance and Publication Declaration (All Allowances)" and instructed 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.

NOTED 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.

FC206/25 - ICCM AUDIT REPORT

Members **CONSIDER** the Auditor's report and the recommendations of the Finance & Governance committee (**Appendix 4**) and **AGREED** an appropriate course of action regarding the recommendations therein, namely:

That Chigwell Parish Council

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

AGREED 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.

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

AGREED 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.

FC207/25 - WRITE OFF AHEAD OF BUDGET

Members **CONSIDERED** the RFO's report (**Appendix 5**) and **AGREED** to write off the sum of £120.00 as recommended

FC208/25 - 2026/27 BUDGET - CONSIDERATION AND APPROVAL

Members **CONSIDERED** 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.

Members **APPROVED** the 2026/27 budget as presented and authorised the Clerk and RFO to implement the budget framework and take any necessary administrative steps arising from the decision

FC209/25 - COUNCILLORS' ELIGIBILITY TO PARTICIPATE IN SETTING THE PRECEPT (COUNCIL TAX ARREARS DECLARATION)

Members **NOTED** and **CONFIRMED** that each Councillor present 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.

FC210/25 - 2026/27 PRECEPT - CONSIDERATION AND APPROVAL

Members **CONSIDERED** 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**). Members **APPROVED** the precept requirement of **£325,416 for 2026/27** and authorised the Clerk and RFO to submit the request to Epping Forest District Council by the required deadline and the presiding Chair at the Precept meeting Cllr Rye and Clerk signed the precept request

FC211/25 - PLAY IN THE PARK 2026

Members **CONSIDERED** the officer report (**Appendix 8**) and **AGREED** to book one session per day for each of the four weeks in July and August. Council further **AGREED** to delegate the decision on the location split to officers, considering the availability of premises in Chigwell Row and authorised the Clerk and RFO to complete the booking process

FC212/25 - UKSPF - GRANT AGREEMENT/VICTORY HALL/HUB

Members **NOTED** that site drawings as existing had been completed, the need for proposed drawings was being considered and the objective was to have a draft tender for consideration by Full Council for its March meeting

FC213/25 - CHRISTMAS WINDOW COMPETITION

Cllr Rye reported this had been well received and that certificates were awarded in each ward. Olga and Jason McKay were thanked for their help

FC214/25 - COUNCILLOR SURGERIES

It was **AGREED** that Cllr Rye would email the schedule to councillors for them to complete and the matter would be reviewed again at the next meeting

FC215/25 - CLERK REPORT

Members **RECEIVED** written updates from the Acting Clerk (**Appendix 9**) and **AGREED** the Clerk would review the proposal from EFDC regarding limitations on historical liability and take legal advice if appropriate

20.23pm - Cllr Osman left the meeting

FC216/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**FC217/25 - DATE OF THE NEXT MEETING**

Thursday 26 February at 7.00pm

FC218/25 - 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.”

FC219/25 - RETENTION OF PARISH ASSETS AND FUNDS BY A THIRD PARTY

Members **NOTED** the update from officers and **AGREED** that the matter remained with the Clerk to resolve. It was **NOTED** that the Council considered the risk to the Council of non-compliance and **AGREED** not to enter into a rental agreement with the current registered keeper for the remaining vehicle. It was **NOTED** that it remains the responsibility of the insurer to make the settlement of any claim to the owner of an insured vehicle to avoid the escalation of a mishandled claim complaint. The Clerk is preparing a pre-emptive action plan to mitigate the considered risk of any misrepresentation of the Council's position by a third party.

#Cllr E Kingsley left the meeting

FC220/25 - LEGAL MATTERS

Members **NOTED** the update from officers and **AGREED** there were grounds to progress to a hearing of the matter as per the legal advice received. Members **AGREED** the matter remained delegated to officers to progress

The meeting closed at 8.56pm