



MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 26 February 2026

Time: 7.00pm

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

Members to be present:

Cllr D Rye (Vice Chair)	Cllr E Costa
#Cllr L Clark	Cllr E Skingsley
Cllr L Skingsley-Morgan	Cllr F Rizvi

J Selvarajah - Clerk and Proper Officer, Chigwell Parish Council

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

1. FC221/25 - APOLOGIES FOR ABSENCE

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

2. FC222/25 - ANY OTHER ABSENCE

Cllr Osman Ali

3. FC223/25 - DECLARATIONS OF INTEREST

Cllrs Clark, Skingsley-Morgan, Skingsley and Rizvi declared a personal interest in a confidential item on the grounds they were patients at a GP practice referred to in submitted correspondence. They considered the personal interest would not be considered prejudicial and they would take part in the discussions and vote.

Cllrs Rizvi, Costa and Rye declared a personal interest in a confidential item on the grounds they knew an individual at the GP practice referred to in submitted correspondence. They considered the personal interest would not be considered prejudicial and they would take part in the discussions and vote.

Cllr Rizvi declared a personal interest in a confidential item on the grounds a close family member is a serving local GP with contractual obligations to the statutory body referred to in submitted correspondence. She considered the personal interest would not be considered prejudicial and she would take part in the discussions and vote.

Cllr Clark declared a personal interest in a confidential item on the grounds she has previously worked within NHS. She considered the personal interest would not be considered prejudicial and she would take part in the discussions and vote

Cllr Skingsley-Morgan declared a personal interest in a confidential item on the grounds she has previously worked within NHS. She considered the personal interest would not be considered prejudicial and she would take part in the discussions and vote

4. FC224/25 - MINUTES

Members **AGREED** the minutes of the meeting of 22 January as an accurate representation of what took place ([Appendix 1](#))

5. FC225/25 - PUBLIC PARTICIPATION

No members of the public were present. Cllr Sunger addressed the Council and asked for assistance regarding an outbreak of fly tipping as a collaboration between County, District and Parish. The Parish asked the more signage be erected indicating CCTV. Members **NOTED** the existing links of the Parish website. Members **NOTED** the reporting of a significant increase in fly tipping nationally. Members were asked to ensure on social media that they did not link fly tipping to the appointments system at EFDC waste centre and the appointments system had proved very popular with residents. Members were asked to raise awareness of the EFDC waste centres, to encourage residents to book appointments and also beware of using unlicensed disposal services and operators.

6. FC226/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members

REVIEWED the Summary Report from the Financial Officer ([Appendix 2](#))

REVIEWED and **APPROVED** the proposed payments for February and **APPROVED** ([Appendix 3](#))

REVIEWED and **APPROVED** the card payments for January ([Appendix 4](#))

REVIEWED and **APPROVED** the bank reconciliation to 31 January ([Appendix 5](#))

REVIEWED and **APPROVED** the report detailing salary, superannuation and tax payments for February 2026 paid 11 February - ([Appendix 6](#))

NOTED the reported cemetery activities to 31 January ([Appendix 7](#))

#Cllr Clarke joined the meeting at 19.25

7. FC227/25 - FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 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.

Members **NOTED** and **ENDORSED** 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 3 February 2026 ([Appendix 8](#))

8. FC228/25 - INTERNAL CONTROL FOR Q4 2025/26

Members were 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).

Members **APPOINTED** Cllr Osman Ali to verify bank reconciliations for the Q4 period 2025/26

9. FC229/25 - BANKING MATTERS

Members **NOTED** that under SO 2025, 15 b. The Proper Officer shall:

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.

And that under FR 2025, 7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of **two people will be involved in any online approval process. The Clerk** may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

Members **AGREED** to appoint the Clerk/Proper Officer as a user on Internet Banking for all council bank accounts, granting access to view accounts, submit transactions, and authorise actions and **AUTHORISED** the Clerk and RFO to progress this matter on behalf of the Council

10. FC230/25 - ANNUAL PARISH ASSEMBLY AND ANNUAL MEETING

Members **NOTED** the summons ([Appendix 9](#)) for the Annual Parish Assembly on Thursday 5th March at 7.30pm. All Councillors **NOTED** that this date was **AGREED** by Full Council at the Annual meeting in May 2025 and all Councillors are expected to attend.

Councillors were reminded that the Annual Meeting will take place on Thursday 21 May at 7.30pm. All Councillors **NOTED** that this date was **AGREED** by Full Council at the Annual meeting in May 2025 and all Councillors are expected to attend. It is expected the meeting will conclude by 9.30pm and all Councillors should be present for the entire meeting unless they consider they have an interest that requires them to exclude themselves for a specific item.

11. FC231/25 - COMMITMENT TO CODE OF CONDUCT

The Finance and Governance committee members have received a tabled item detailing the alleged conduct of councillors relating to public resources without lawful authority and in making and supporting false and misleading public statements about the Council (Minute ref: FG091/25). Members agreed the alleged conduct appeared it would fall significantly short of the standards expected of a councillor.

Members agreed it is not sufficient for other councillors to disagree privately with this type of behaviour. They should challenge it openly and support formal action where appropriate. Members of the committee agreed to refer all the alleged breaches to the Monitoring Officer for independent assessment of the Councillors under the Code of Conduct.

The Finance & Governance Committee further agreed it should make clear to all councillors that statements which misrepresent the Council's decisions or which undermine officers without good cause will not be tolerated and do not represent the position of the Parish Council.

All Councillors present publicly affirmed their commitment at this meeting to the Nolan Principles, especially leadership and accepted that this includes a responsibility to speak out against this type of behaviour. Members **AGREED** any Councillors not present are asked to submit a written affirmation of their commitment

12. FC232/25 - VAS

Members considered the officer report ([Appendix 10](#)) regarding the proposed purchase, installation and ongoing maintenance of a Vehicle Activated Sign (VAS) within Chigwell Parish, including associated costs, location options and any required permissions/consents.

VAS units are intended to reduce vehicle speeds by providing a visible reminder to drivers and can be relocated between agreed sites, subject to permissions

Members:

NOTED the Officer Report on the Vehicle Activated Sign (VAS) proposal for Chigwell Parish

APPROVED the application by officers to waive the financial regulation that requires three quotes under FR 15.12 (i) and (iv) namely that the goods or services are specialist with limited suppliers

APPROVED the purchase of one EVOLIS Solar-Mobile radar speed sign at a total cost of £3,107.99 funded from Cost centre K135 (Vehicle Activated signs) budget.

AGREED to delegate authority to officers to:

Install, manage and rotate the device

Determine all deployment locations on Parish Council land, identify possible ECC sites and engage with ECC for authority to locate the VAS at other locations

Configure and operate associated software and data-reporting tools.

NOTED that the device are fully solar-powered, require no external electrical connection and directly support the Council's road safety objectives.

13. FC233/25 - COMMUNITY USE APPLICATION

Members **CONSIDERED** the officer report regarding Community Use applications received ([Appendix 11](#)) and **AGREED** Station Green would be made available free of charge for a temporary Ramadan and Eid illuminated sign on The Green

14. FC234/25 - COUNCILLOR SURGERIES

Members received an update from Cllr Rye and the matrix for monthly councillor surgeries were completed. The dates are to be published on the parish council website so that the public are aware of where and when they can meet their Councillors

15. FC235/25 - CLERK REPORT

Members received an update from the Clerk ([Appendix 12](#)) and **AGREED** lanyards and IDs would be issued to Councillors.

16. FC236/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

The RFO confirmed in answer to members request that the card machine was proposed to be in use from the new financial year pending signatories complying with the issuing bank's ID requirements

17. FC237/25 - DATE OF THE NEXT MEETING

Thursday 26 March at 7.00pm

18. FC238/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

As the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, 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."

#Cllr Braha entered the room via Teams but took no part in the meeting

19. FC239/25 - EMPLOYMENT MATTERS

Members **NOTED** the Clerk's and the HR advisor's actions. Members **NOTED** and **ENDORSED** the policy compliant course of action being taken by officers in regard to employment matters

20. FC240/25 - CCTV

Members received a recommendation from CSAC to consider the provision of CCTV and **AGREED** the recommendations therein (**Confidential Appendix 1**)

21. FC241/25 - RETENTION OF PARISH ASSETS AND FUNDS BY A THIRD PARTY

Members **RECEIVED** an update from officers regarding the retention of funds and assets by a third party (**Confidential Appendix 2**) and **AGREED** to delegate authority to officers to dispose of the vehicle

22. FC242/25 - LEGAL MATTERS

Members received an update from officers regarding ongoing legal matters and **AGREED** to pay the fee for legal costs as previously agreed at the Extraordinary Meeting of 22 May 2025 (Minute 010/25). It was **AGREED** the matter of clarification of final costs breakdown was delegated to the Clerk and RFO for consideration and referral to the Finance & Governance committee for their recommendation to Full Council (**Confidential Appendix 3**)

23. FC243/25 - MATTER RELATING TO PARISH OWNED BUILDINGS

Members received an officer's report (**Confidential Appendix 4**) containing a proposal received and correspondence from stakeholders:

REAFFIRMED the support of the Council for a full service NHS GP practice in Chigwell and **NOTED** the resolution regarding the use of Council premises for a GP service provision within the parish (Full Council 26 June Minute ref: [FC036/25](#)) and **NOTED** the officers update on progress to date.

NOTED any agreement should be subject to the proper processes in terms of transparency, the actions of any relevant external bodies and any related external statutory processes

AGREED the preferred option of the Council was for a full service NHS GP in Chigwell rather than a satellite branch of an existing surgery outside Chigwell

AGREED a working group should be appointed with the Terms of Reference to be agreed by Full Council

NOTED that it has been previously resolved (Full Council 28 August Minute ref [FC080/25](#)) that any binding agreement or final terms or lease for the premises are referred back to Full Council for approval

NOTED that no public announcement, publication or external communication is made unless and until the Clerk has confirmed to all Councillors in writing that disclosure is permitted and will not prejudice the matter.

The meeting closed at 21.15