



## MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 25 Sept 2025

Time: 7.00pm

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

Members present:

Cllr J Braha (Chair)	Cllr D Rye (Vice Chair)
Cllr T Amuludun #	Cllr E Costa
Cllr L 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

### **FC092/25 - APOLOGIES FOR ABSENCE**

Apologies were received and **ACCEPTED** from Cllr O Ali , Cllr L Clark and Cllr R Hodds

### **FC093/25 - ANY OTHER ABSENCE**

None

### **FC094/25 - DECLARATIONS OF INTEREST**

Cllr Morgan declared an interest in item 18 (Community Use policy applications) on the grounds she was a volunteer with the Limes Farm Community Group. She declared this would fetter her decision and would leave the meeting while the matter was discussed

### **FC095/25 - MINUTES**

Members **AGREED** the minutes of the meeting of 28 August were an accurate representation of what took place ([Appendix 1](#))

**FC096/25 - PUBLIC PARTICIPATION**

None

**FC097/25 - STANDING ORDERS AMENDMENT TO ALIGN WITH FINANCIAL REGULATIONS**

Members **NOTED** that Standing Orders page 20 Standing Order 18 c refers to the Public Contracts Regulations 2015 and to Contracts Finder while the Financial Regulations page 6 regulation 5.4 require compliance with the Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation where the estimated contract value exceeds the threshold set by Parliament

Council **RESOLVED** to amend Standing Order 18c with immediate effect so that it reads

“For any contract for the supply of goods services or works where the estimated value exceeds the threshold set by Parliament the Council shall comply with the Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation including all requirements for tendering award notification and publication on the relevant government portal”

Council further **RESOLVED** that any necessary page numbering updates and cross references, including references to Standing Order 18f, are made to ensure consistency and that this amendment brings Standing Orders into line with Financial Regulations regulation 5.4

**FC098/25 - INTERNAL CONTROL FOR Q2 2025/26**

Members **AGREED** that Cllr Braha would be appointed as the member to verify bank reconciliations (for all accounts) produced by IRFO. Cllr Braha shall sign the reconciliations and the original bank statements as evidence of verification (Financial Regulations 2.2) for Q2.

**FC099/25 - ELECTION TO FILL A CASUAL VACANCY**

Members **CONSIDERED** the officer report ([Appendix 2](#)) and **AGREED** the recommendations therein, namely that the Council does not request that the Election Officer prints and distributes poll cards for the forthcoming stand alone parish election.

**FC100/25 - COMMITTEE RECOMMENDATIONS**

At its meeting of 9 September the Finance & Governance committee **RESOLVED** the following be put to Full Council for approval and adoption:

- i. Proposed Protocol on Extraordinary Meetings ([Appendix 3](#))

Full Council **ADOPTED** the above policy

7.10pm Cllr Rizvi left the meeting

- ii. Audit expenditure 2025/26 ([Appendix 4](#))

Full Council **APPROVED** the commissioning of an internal audit and compliance appraisal of statutory records and the Scribe accounting system as set out in this report. Full Council authorised

expenditure up to £3,300 under Financial Regulation 11.1(ii) and delegated to the RFO and Clerk the authority to finalise the brief, appoint the auditor and manage the engagement. The RFO will report the auditor's findings and an implementation plan to Finance and Governance with subsequent reporting to Full Council.

iii. At its meeting of 11 September the Community Service and Assets committee **RESOLVED** matter of the Town and Village Partnership ([Appendix 5](#)) be put to Full Council for consideration:

Full Council **AGREED** the matter should be publicised on the Council website

#### **FC101/25 - TO APPOINT A THIRD KEY HOLDER FOR ALARM CALL OUTS**

The Council **NOTED** that on 3 September it received written notice from Councillor Morgan ([Appendix 6](#)) that she was not going to continue as a key holder for responses if the alarm is activated out of hours at either the Parish Offices or the Cemetery and was returning her keys. The Council further **NOTED** that only Full Council may make such appointments and that there are currently two key holders, Councillor Jefcoate and Councillor Ali and that at least one further key holder is required.

Members **RESOLVED** to appoint Cllr Braha for alarm activations at the Parish Offices and the Cemetery with immediate effect. Officers were instructed to update all records and contact lists and to notify the alarm monitoring provider and relevant staff of this change.

#### **FC102/25 - ADOPTION OF THE CLOSED BURIAL GROUD AT ST MARY'S CHURCH BY EPPING FOREST DISTRICT COUNCIL**

Members **NOTED** that the burial ground at St Marys Church is a closed churchyard. The Council records that Epping Forest District Council has agreed to adopt responsibility for its maintenance and that the Parochial Church Council is content.

In accordance with Section 215 of the Local Government Act 1972 the Parish Council **RESOLVED** for the minutes that Epping Forest District Council shall assume responsibility for maintaining and repairing the closed churchyard at St Marys Church and authorises the Clerk to confirm this agreement to Epping Forest District Council and to the Parochial Church Council and to take all steps to give effect to this decision.

#### **FC103/25 - COUNCILLOR/STAFF CONTACT AND COMMUNICATIONS**

At the meeting of 26 June meeting Council **AGREED** (minute ref: FC035/25) for the next three months (until 26 September) that:

All councillor emails related to queries, complaints from MOP, issues seen around the Parish and similar matters be sent to Cllrs Braha (Chair) and Rye (Vice Chair) in the first instance.

The Chair and Vice Chair will acknowledge receipt, log the issues and ensure that correspondence is passed promptly to the appropriate officer.

Officers will continue to respond directly when a substantive reply is required.

The Chair and Vice Chair will follow up as necessary to monitor progress and keep councillors informed where appropriate.

Council **CONSIDERED** and **AGREED** to apply the requirements for contact and communication for a further three months (to 31 December 2025). Members further **NOTED** that, at the request of the

staff, if a Councillor wishes to attend any Parish premises or to meet staff during the working day, a request for an appointment must be submitted in writing and agreed beforehand. This is to avoid unnecessary disruption and ensure staff are prepared for any visit

#### **FC104/25 - CSAC MEETINGS FOR 2025/26**

At the meeting of 13 May 2025 Full Council resolved the [dates](#) the Community Service and Assets Committee were to meet. Due to prior commitments it has been requested the CSAC meeting is moved to 7.00pm after the first planning meeting of the relevant months during which CSAC meetings were previously agreed. The following changes to the agreed dates are therefore proposed:

Tuesday 14 Oct to be held Thursday 9 October at 7.00pm - cancelled

Thursday 13th November at 7.00pm - agreed

Tuesday 2 December to be held Thursday 11 December at 7.00pm - cancelled

Tuesday 10 Feb to be held Thursday 12 February at 7.00pm - agreed

Thursday 9 April to be held Thursday 16 April at 7.00pm - agreed

Tuesday 5 May to be held Thursday 14 May at 7.00pm - agreed

#### **FC105/25 - PROGRESS REPORT TO THE COUNCIL REGARDING VICTORY HALL, THE COMMUNITY HUB, THE PARISH OFFICE, THE PARISH SURGERY AND THE UKSPF GRANT**

To **CONSIDER** the officer report ([Appendix 7](#)) and the recommendations therein and **AGREE** an appropriate course of action, namely:

Council **NOTED** and **AGREED** the contents of this report, namely to endorse the survey first delivery approach and the proposed stage gate assurance process with Epping Forest District Council, to endorse inclusion in all pre contract correspondence and draft Heads of Terms that the office site will be known as the Parish Surgery and that space will be reserved as required for Chigwell residents and to note that the Victory Hall main kitchen refurbishment continues as a separate project with its earmarked reserves protected.

Council further **NOTED** that tenders for Hub works cannot be issued until survey outputs are received and the scope and budget are confirmed and that no binding agreements will be entered into without a further Council decision.

# Cllr Rizvi returned at 7.24pm

# Cllr Amuludun arrived 7.25pm

#### **FC106/25 - PROPOSED EXPENDITURE - IT PURCHASE**

Members **CONSIDERED** the officer report ([Appendix 8](#)) and **AGREED** the recommendations therein, namely that Chigwell Parish Council approves the purchase of one Apple iPad 11 inch with cellular connectivity, 256 GB, in silver, together with a protective case and an Apple Pencil, for cemetery and surrounding areas management. The cost of the iPad is £585.50, with additional costs for accessories, funded from the C&OS Equipment Purchase budget, code 109. It is further recommended that officers are authorised to procure the device, SIM card, case and Apple Pencil and to configure them for use in the cemetery and surrounding areas.

#### **FC107/25 - PROPOSED EXPENDITURE - CONSUMABLES**

Members **CONSIDERED** the officer report ([Appendix 9](#)) and the recommendations therein and **APPROVED** expenditure of £1,640.00 from Budget Code 144 Grave Maintenance for the purchase of 10 Ton of Turf 207 from Thompsons of Crews Hill with split delivery, to be undertaken in October 2025 subject to suitable weather.

That Full Council **APPROVED** expenditure of £820.67 from Budget Code 139 Ground Maintenance for the purchase of standard roses from Henry Street Nursery in quantities 12 pink, 15 yellow, 17 red, and 9 white for the Garden of Remembrance and cremated remains plots to replace previous planting and to ensure availability for new plots.

The Clerk was authorised to place the orders and make all necessary arrangements to complete the works.

#### **FC108/25 - BIODIVERSITY ENHANCEMENT**

Members **CONSIDERED** the officer report ([Appendix 10](#)) and **AGREED** the recommendations therein, namely that the Council approves the installation of four managed beehives in the meadow behind Victory Hall by a local resident beekeeper. Officers were authorised to enter into a simple written agreement with the resident, subject to receipt of insurance and risk assessment documentation.

The matter of providing bat boxes was raised and it was **AGREED** officers would draft a report regarding the feasibility and possible locations for submission to the CSA committee

# Cllr Morgan left the meeting

#### **FC109/25 - COMMUNITY USE - APPLICATION**

Members **CONSIDERED** the officer report ([Appendix 11](#)) and **AGREED** the recommendations therein, namely that the organisers of the Diwali festival and Rotary Club annual fete on Station Green were given a 100% discount under the Community Use policy and the proposed Christmas event in Victory Hall received a 75% discount on normal commercial rates under the Community Use Policy due to to benefit to the community and effective use of space.

# Cllr Morgan rejoined the meeting

#### **FC110/25 - CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN**

Cllr Rizvi confirmed that invitations to Councillors to attend an informal meeting to considered the draft strategy plan would be issued shortly

#### **FC111/25 - 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. The matter of a progress report on the bus stop/bench from Cllr Clark was deferred

#### **FC112/25 - RECRUITMENT**

The role of Clerk is being advertised and shortlisting will take place at the end of September with interviews in early October. The initial interview will be undertaken by the Acting Clerk and the HR consultant. Subsequent interviews will include two councillors as **AGREED** by Full Council at this meeting.

Members **AGREED** to nominate Cllrs Braha and Rizvi to sit on the second interview panel for the role of Clerk.

# Cllr Morgan left the meeting at 7.38pm

#### **FC113/25 - ACTING CLERK REPORT**

Members **CONSIDERED** the recommendation from the Acting Clerk ([Appendix 12](#)) and **AGREED** to the proposal sale price of £8,000 for the bus and **AGREED** to delegate responsibility to the Clerk to consider the feasibility of allocating space in VH car park to accommodate nearby remedial works and negotiate a cost on behalf of the Council.

#### **FC114/25 - MOBILE PHONE PROVIDER**

Members **CONSIDERED** the officer report ([Appendix 13](#)) and **AGREED** the appointment of Ice Connect to provide SIM only mobile connections on the basis of unlimited calls and texts with 25 GB data per month, together with mobile device management and authorised the Clerk and the RFO to confirm the exact number of connections required, finalise the order, arrange number porting and implementation and sign any necessary agreements.

#### **FC115/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

To hear a report from the RFO regarding the matter of members' allowances

To consider and agree any Remembrance Day services or activities in the Parish and appoint Councillors to lay all wreaths in the Parish

To hear a report from Cllr Rye regarding the Christmas Lighting Festival and agree any action

To hear a report from officers regarding the Parish owned Christmas lights and agree any action

#### **FC116/25 - DATE OF THE NEXT MEETING**

Thursday 23 October at 7.00pm

The meeting close as 7.55pm