



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 26 June 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 O Ali#	Cllr L Clark#
Cllr E Costa	Cllr R Hodds#
Cllr L Morgan#	Cllr F Rizvi

Officer: O Linkeviciene - RFO

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

Cllr Rye opened and chaired the meeting as Cllr Braha was delayed

FC018/25 - APOLOGIES FOR ABSENCE

Council **AGREED** to accept any apologies for absence from Cllr R Hodds, Cllr C Jefcoate, Cllr T Amuludun

FC019/25 - ANY OTHER ABSENCE

Cllr A Areadon

FC020/25 - DECLARATIONS OF INTEREST

Cllr Morgan declared in interest in Item 29 (Victory Hall) on the grounds she is a volunteer at the Community Hub. Cllr Clarke declared in interest in Item 29 (Victory Hall) on the grounds she is a volunteer at the Community Hub. Cllr Morgan declared an interest in item 15 (Defibrillator) on the grounds as a resident of Oak Lodge Avenue she had previously donated her allowance towards the

original purchase of the defibrillator and case. She felt this would influence her decision and would leave the meeting while the item was discussed

FC021/25 - MINUTES

The minutes of the meeting of 12 June as an accurate representation of what took place were **AGREED** ([Appendix 1](#))

FC022/25 - PUBLIC PARTICIPATION

A member of the public advised the Council of the local connections of Evan Harvey who was Nelson's second in command and that the library had been approached regarding an exhibition in light of the upcoming Trafalgar Day anniversary and asked whether the Parish could assist. The member of the public was asked to submit a written request/proposal to the Clerk and copy in the Deputy Chair.

The Chigwell Residents Association thanked the Council for the clarity of attendance records and reports and expressed disappointment regarding the attendance of some councillors, in particular Cllr Aradeon. She noted the Climate Action Group under Cllr Aradeon had not met at all and that she had attended three meetings since elected.

A member of the Limes Farm Community Group provided some demographic data to users and advised there would be further data available. They noted that the grant application had been submitted some time previously and requested an update.

A member of the public noted the poor condition of the pavement between Turpin's Lane and the Three Jolly Wheelers pub. They were advised to report to Essex County Council who would in turn advise EFDC to action. The MoP was asked to get a reference number that could be provided to District Councillors to follow up.

A member of the public referred to sapling growth on Station Green adjacent to Dolphin Court. Council advised it was a staff matter. The MoP also raised a request for a crossing between Dolphin Court and the shops. The MoP was advised it was an ECC matter.

Three MoP complained regarding parking, particularly on the grass and double parking on Hainault Road. This is beyond the Parish remit and a matter for the NEPP to address

Cllr Braha joined the meeting and took over the Chair at 7.30pm

A MoP asked about the progress on grant funding and the planned works. It was noted the matter was to be discussed when the public and press were excluded due to it being a discussion around a legal and contractual document.

#The meeting was suspended at 7.40pm

#The meeting was reconvened at 7.45pm

FC023/25 - COMMITTEE TERMS OF REFERENCE

Council **CONSIDERED** the officer report ([Appendix 2](#)) and **AGREED** the recommendations

These were

AGREE to add a clause to committee ToR allowing Full Council to appoint the Chair and Vice-Chair if the committee can't do so itself within one month for whatever reason and to update the Terms of Reference and Standing Orders with immediate effect

APPOINT a Chair and Vice Chair of Personnel and Community Services and Assets at this meeting

Cllr Rizvi was appointed Chair of Personnel, Cllr Clarke was appointed Vice Chair

Cllr Morgan was appointed Chair of CSAC, Cllr Hodds was appointed Vice Chair

Cllr Ali joined the meeting at 7.50pm

FC024/25 - EXTERNAL AUDIT 2023/24 - AGAR SECTION 3

Members **NOTED** the External Auditor's opinion for the year ended 31 March 2024.

FC025/25 - STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2025

Members **REVIEWED** and **APPROVED** the statement of Internal Control signed by the Acting Clerk and RFO, ([Appendix 3](#))

FC026/25 - REPORT OF THE INTERNAL AUDITOR

Members **NOTED** the [Internal Annual Audit Report](#) - 2024/2025

FC027/25 - AUDITOR'S COMMENTS

Members **CONSIDERED** the report from Finance and Governance on the auditor comments and **NOTED** the recommendations therein ([Appendix 4](#))

FC028/25 - THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 (AGAR 2024/25) SECTION 1 AND SECTION 2

Members were advised that, under guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25, Sections 1 and 2 must be completed, approved and signed by the authority.

Section 1 – Annual Governance Statement 2024/25 ([Appendix 5](#))

Members approved that Section 1 of the Annual Governance Statement 2024/25 was signed by the Council Chair on behalf of the Council. The Clerk will sign once the approval has been minuted

Section 2 – Accounting Statement 2024/25 ([Appendix 6](#))

Members' approved that the Accounting Statement was signed by the Council Chair.

FC029/25 - PUBLICATION REQUIREMENTS ([Appendix 7](#))

Members **NOTED** the Council's compliance with the requirement that the authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited must be published at least one day before the inspection period commences; The inspection period must include the first 10 working days of July 2025. The notice will be published on 27 June 2025 and the inspection period begins on 30 June 2025

FC030/25 - APPOINTMENT OF INTERNAL AUDITOR

Members **CONSIDERED** the report of F&G ([Appendix 8](#)) and **AGREED** the recommendations:

These were:

APPROVE the appointment of Mulberry Local Authority Services Ltd as internal auditor for a further two years

DELEGATE to officers to confirm the engagement and manage making audit arrangements accordingly

#Cllr Ali left the meeting at 8.15pm

FC031/25 - BANK MANDATE

The RFO advised an additional bank account signatory needs to be appointed. Cllr Braha was nominated

Cllr Morgan left the meeting

FC032/25 - DEFIBRILLATOR IN OAK LODGE AVENUE

Members **CONSIDERED** the officer report ([Appendix 9](#)) and **AGREED** the recommendations:

These were:

- **APPROVE** the purchase of consumables (£875 excl. VAT) from the BHF
- **AUTHORISE** officers to place the order and source appropriate signage to be used on/near
- the unit to indicate CPC support
- **ALLOCATE** the cost to Budget Cost Centre G (General Expenses)
- **NOTE** the waiving of Finance Regulations as the items are model-specific and only
- available through the BHF
- **NOTE** the £700 already spent on the case is not eligible for reimbursement

Cllr Morgan rejoined the meeting

FC033/25 - BENCH AT BUS STOP

The Council **CONSIDERED** the matter and **AGREED** the recommendations:

These were:

NOTE that bus stop seating is the responsibility of Essex County Council and that the Parish Council will not fund or install it

APPOINT Councillor Lorraine Clarke 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.

FC034/25 - REINVESTMENT OF FIXED DEPOSIT - CHARITY BANK

The Council **CONSIDERED** the matter and **AGREED** that the Parish Council:

Reinvest the matured sum of £88,780.99 into a new 1- year fixed term account with Charity Bank at 4.01%interest.

Authorise the RFO to carry out the reinvestment and record the transaction in line with Council procedures.

FC035/25 - COUNCILLOR/STAFF CONTACT AND COMMUNICATIONS

Council **CONSIDERED** the Councillor's proposal ([Appendix 10](#)) and **AGREED** the recommendations

These were that for the next three months:

- 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.

FC036/25 - USE OF PARISH OFFICES

Members **CONSIDERED** the report of F&G ([Appendix 11](#)) and **AGREED** the recommendations:

These were:

- Authorise officers to begin formal negotiations with the local Primary Care Network, the ICB and other stakeholders regarding a lease for the existing office building, strictly conditional on its use as a GP surgery.
- Approve in principle the concept of relocation of staff from the current office building to alternative premises (subject to feasibility and refurbishment assessment).
- Commission an independent valuation of the building and a costed plan for staff relocation and refurbishment of alternative premises in conjunction with any existing works if possible
- Ask officers to research funding opportunities in consultation with stakeholders, local and central government, grant availability

- Receive from officers a business case and strategy including planning feedback, financial implications, community consultation and legal safeguards in any proposed lease terms

FC037/25 - COMMITTEE MEMBERSHIP

Members considered the Councillor's request ([Appendix 12](#)) and **AGREED** that the term of office for the Councillor to serve on the Planning and F&G committees would not be amended, that the Councillor would not therefore step down from the committees and that the Councillor would be asked to improve their attendance record

FC038/25 - CEMETERY ACCESS AND GATES

The Council **CONSIDERED** the officer report ([Appendix 13](#)) and **AGREED** the recommendations:

These were:

- **APPROVE** the engagement of the contractor for cemetery gate operations and call-out services from 30th June to 29th December 2025 as outlined
- **AUTHORISE** officers to finalise and execute the contract
- **APPROVE** expenditure of approximately £1,815 (£1,740 for contractor services + £75 for padlock and keys), charged to budget code 100

#Cllr Hodds left the meeting 8.45pm

FC039/25 - MEMORIAL BENCHES

Members **CONSIDERED** the officer report ([Appendix 14](#)) and **AGREED** the recommendations:

These were:

- **APPROVE** the implementation of the memorial bench sales program at Chigwell Cemetery.
- **AUTHORISE** the proposed pricing structure of £2,000 for a 5-year lease and £2,800 for a 10-year lease.
- **CONFIRM** bench ownership and maintenance responsibility rest with purchasers, with no Council liability.
- **AUTHORISE** officers to proceed with supplier engagement, contract management, installation and administration to launch the scheme.

FC040/25 - PARISH BUSES

The Council **CONSIDERED** the matter and **AGREED** the recommendations:

These were:

- **APPROVE** the immediate removal of the stolen minibus from the Council's asset register

- **AUTHORISE** the Clerk to negotiate the sale of the remaining minibus to Essex County Council or another suitable buyer
- **CONFIRM** that final sale terms will be subject to Full Council approval
- **REMOVE** the second vehicle from the asset register once the sale is agreed

FC041/25 - ACTING CLERK REPORT

Members **NOTED** update from the Acting Clerk ([Appendix 15](#))

FC042/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

A progress report on the bus stop/bench from Cllr Clarke

A progress report on the alternative use of the Parish offices from the Acting Clerk

A progress report on the draft Council strategy plan from Cllr Rizvi

A progress report on the Victory Hall grant funding and works from the Chair of the Council

A progress report on the ongoing findings and recommendations of the HR Consultant

FC043/25 - DATE OF THE NEXT MEETING

Thursday 24 July at 7.00pm

FC044/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

Councillors **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.”

FC045/25 - HR REPORT

Members **CONSIDERED** the recommendations of the HR report and **AGREED** to all the recommendations therein. The matter of the hours for the next three months was agreed at 10 hours a month subject to F&G reviewing and agreeing the code and budget allocation at its next meeting

#Cllr Clarke left the meeting at 9.00pm

FC046/25 - VICTORY HALL GRANT LEGAL AGREEMENT

Members **NOTED** the signing of the grant legal agreement was delayed until an internal review is complete and a draft is agreed with EFDC that ensures any commitments are fair, affordable and future proof. Members **CONSIDERED** the [Chair's report](#) and the [Strategic Asset and Risk Review](#) and **AGREED** the recommendations therein. The recommendations to be actioned by Cllrs Braha, Costa and Rye and the Acting Clerk.

The recommendations considered by Full Council were:

1. Immediate Actions:

- Issue formal notice to group confirming review process is underway
- Suspend further expansion of use pending Full Council resolution
- Request user data and grant expenditure details from the group
- Consider requirements as part of strategy document for proposed works and buildings usage

2. Short-Term:

- Conduct a cost-benefit review of continuing current support versus re-letting
- Investigate reasons for Limes Farm Hall non-use
- Assess feasibility of shared use or storage relocation
- Council to agree strategy which could include a combination of options set out above and set a review date (e.g., 6 months) to reassess sustainability

3. Policy Development:

- Develop formal policy on community not for profit use of Parish assets
- Include criteria for subsidised access, value-for-money assessment and Council approval processes an appropriate course of action (Confidential Appendix 2)

FC047/25 - LEGAL MATTERS - FROGHALL LANE JUDICIAL REVIEW

The correspondence was **NOTED**

The meeting closed at 9.11pm

Advisory to Council - Confirmation of Draft Minutes

In accordance with the Council's Standing Orders, Councillors are advised of the following procedures governing the approval and confirmation of draft minutes:

1. Circulation and Consideration of Draft Minutes

Where the draft minutes of a preceding meeting have been circulated to members with the agenda for the meeting at which they are due to be approved, they shall be **taken as read**. There is no requirement to read them aloud at the meeting (Standing Order a).

2. Discussion Limited to Accuracy

Discussion regarding the draft minutes is **limited solely to their accuracy**. No debate or comment shall take place on the content or decisions made during the meeting in question (Standing Order b).

3. Proposing Amendments (Corrections of Inaccuracy)

A motion to correct an inaccuracy in the draft minutes must be moved in accordance with **Standing Order 10(a)(i)**. Any such motion must be determined **by resolution**, requiring a **majority vote** of members present and voting, conducted **by a show of hands**.

4. Confirmation of Minutes

Once any corrections have been resolved or if none are proposed, the draft minutes shall be confirmed by resolution, again requiring a majority vote by show of hands (Standing Order c). Upon confirmation, the minutes shall be deemed the official and accurate record of the meeting to which they relate.

5. Signing of Confirmed Minutes

The Chairperson of the current meeting shall sign and date the confirmed minutes on each page.

6. Chairperson's Dissent

If the Chairperson of the meeting does not believe the minutes are an accurate record, but the meeting resolves otherwise, the Chairperson must still sign the minutes and include the following wording in the official record:

"The Chairperson of this meeting does not believe that the minutes of the meeting of the [insert name of committee or council] held on [insert date] in respect of [insert matter] were a correct record, but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

Reminder to Members

Councillors are encouraged to review the draft minutes in advance and raise any concerns with the Clerk prior to the meeting to assist in an efficient confirmation process.