

Clerk's Report – 10 March 2026

Freedom of Information (FOI) and Subject Access Request (SAR)

The Council has received a combined Freedom of Information request and Subject Access Request relating to an ongoing matter. Relevant data requests have been circulated to both Members and Officers.

Given the volume of material involved and the statutory deadlines set by the Freedom of Information Act 2000 and UK GDPR, this work will be highly time-intensive. It is being coordinated by the Clerk to ensure accuracy, compliance, and continuity. Members should note that this requirement will temporarily reduce available officer capacity for other developmental work.

Library Car Park – Boundary Fence Remedial Works

Following concerns raised by the library team and issues identified during their internal Health & Safety assessment, the Parish Council undertook essential repairs to the boundary fence located on Parish-owned land adjoining the Library Car Park.

The repair work was completed at a cost of £70, ensuring the continued safety of both Library users and the public.

Parish Council Van – Lease Renewal

The current lease for the electric Parish Council van is approaching renewal. Officers are reviewing options, including whether a more versatile vehicle may better support operational needs such as grounds maintenance, equipment transport, and rapid deployment during emergencies.

A further report with costed options will be brought to Members for decision.

Highways and Speed Monitoring Equipment

The Parish Council has taken delivery of the new speed monitoring equipment. Initial deployment will be on Parish-owned land, with a rotation schedule to be developed thereafter. Officers will also work with appropriate partners to ensure broad geographic coverage across Chigwell and to support evidence-based monitoring of speeding concerns raised by residents.

Cemetery – Electrical Installation Condition Report (EICR)

Due to intermittent power outages at the Cemetery, a new Electrical Installation Condition Report (EICR) was commissioned. The inspection has identified several areas requiring remedial work, and officers are currently awaiting estimates so that a full costed recommendation can be brought forward. In addition, the Council will review EICRs for its other sites in due course, ensuring that all Parish-owned buildings remain compliant and that any emerging electrical safety issues are identified and addressed as part of our wider asset maintenance programme.

Health & Safety Compliance

A meeting has taken place with the WorkNest Health & Safety Consultant to review outstanding compliance actions and streamline them into a manageable set of tasks for completion. These now require formal drafting and officer input. However, due to the heavy workload arising from the FOI and SAR processes, some Health & Safety actions will need to be temporarily deferred. A revised completion timetable will be provided once capacity improves.

Business Continuity Planning

In light of the current Middle East geopolitical climate and potential knock-on impacts on UK fuel supply chains, the Clerk has prepared a draft Business Continuity Plan (BCP). The purpose of the plan is to ensure the Parish Council can maintain essential services in the event of:

- Fuel shortages affecting staff travel to work
- Disruption to utility supplies
- Reduced officer capacity
- Wider supply-chain or infrastructure impacts

Draft elements currently include:

- Service prioritisation (identifying which Council functions must continue without interruption)
- Remote working protocols where practical and appropriate
- Alternative travel and rota arrangements for staff during fuel-restricted periods
- Stand-by communication procedures, ensuring the Council can coordinate effectively during disruptions
- Supplier resilience considerations, including cemetery operations, grounds maintenance, and statutory services
- Contingency provisions for public communications and emergency decision-making

This work forms part of the Council's wider approach to resilience planning. The BCP is still in development and not yet ready for Member approval. Once complete, the full plan will be presented to Full Council for consideration.

At this stage, no immediate action is required from Members, but the development of a BCP is considered prudent given the potential for wider national or regional disruption.

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