



## CHIGWELL PARISH COUNCIL

**15<sup>th</sup> March 2023**

**Councillors: All Parish Councillors**

You are hereby summoned to attend the Parish Council Meeting to be held at Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ on Monday 20<sup>th</sup> March 2023 @ 7.30pm for the purpose of transacting the business itemised below.

**Members of the Public:**

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*K. Kuderovitch, Clerk to the Council*

### A G E N D A

👉 = A resolution to be made, £ = Expenditure resolution

22/23.	<b>RECORDING OF MEETINGS</b> Members of the Public and Councillors are 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. The Clerk to ask Members of the Public to declare if they are recording.
23/23.	<b>APOLOGIES FOR ABSENCE</b> 👉 Clerk to report apologies and Council to vote on the acceptance of apologies & their submitted reasons.
24/23.	<b>DECLARATION OF INTERESTS</b> All Members will be reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them. <b>Councillors/Members of the Public to declare their intention to record the Meeting (ref: Openness of Local Government Regulations 2014).</b>
25/23.	<b>MINUTES</b> 👉 Members to review and approve the Minutes of 22 <sup>nd</sup> December 2022 & 26 <sup>th</sup> January 2023.

26/23.	<p><b>PUBLIC FORUM</b></p> <p>On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council (extendable by the Chairman - see Standing Orders). The allocated time to be shared equally amongst member of the public. <b>No person shall speak for more than 5 mins.</b> Once the public session is closed, members of the public have no rights to take part in the meeting.</p>
27/23.	<p><b>CLERKS REPORT</b></p>
28/23.	<p><b>CHAIRMAN/CHAIRMAN OF COMMITTEES REPORTS</b></p> <p>To receive reports:</p> <ul style="list-style-type: none"> <li>• Community Assets</li> <li>• Community Services</li> <li>• Planning</li> <li>• Finance &amp; Governance</li> <li>• CCAWG</li> </ul>
29/23.	<p><b>CHIGWELL COMMUNITY HALL/PARISH OFFICE</b> 🇸🇰</p> <ul style="list-style-type: none"> <li>• An update to be given from Councillors who attended the meeting in February.</li> <li>• Council to review and agree a course of action a proposal for the use of the Parish Council Office for a Doctors Surgery. Council to review an additional application for use.</li> </ul>
30/23.	<p><b>FINANCE &amp; GOVERNANCE</b> 🇸🇰 £</p> <ul style="list-style-type: none"> <li>• Tree works – Clerk to report on preparation of Tender to be submitted to full Council in due course for approval, then to the Contracts Finder website in due course.</li> <li>• Grant application – to review an application from Youth Unity.</li> <li>• ECC Climate Action Challenge Fund – Clerk to report on application for replacement of the non-native hedge in Queen Elizabeth Meadow.</li> <li>• Council to consider the purchase of 2 Queen Elizabeth memorial benches for the Queen Elizabeth Meadow @ £495 &amp; VAT per item.</li> <li>• Council to note the contents of the Internal Audit report.</li> <li>• Virements – Council to approve.</li> <li>• To approve any urgent payments.</li> <li>• To discuss and agree the governance, timeframe and format of responses to public questions.</li> <li>• Consider Finance &amp; Governance recommendation to enter into a contract with a new energy supplier for all sites and approve provider.</li> <li>• Barclays Bank – update on reopening account.</li> <li>• Internal Controls Q3 – update.</li> <li>• Precept 23/24 – copy of all submitted documents for Councillors to note.</li> </ul>
31/23.	<p><b>CHIGWELL CLIMATE ACTION WORKING GROUP</b> 🇸🇰</p> <ul style="list-style-type: none"> <li>• Clerk to report from the meeting held on 13<sup>th</sup> March 2023.</li> <li>• Approval of the draft Terms of Reference.</li> </ul>
32/23.	<p><b>ELECTIONS 2023/SCHEDULE OF MEETINGS FOR 2023/2024.</b> 🇸🇰</p> <ul style="list-style-type: none"> <li>• Clerk to report &amp; recommend changing the date for the Annual Parish Meeting (currently 21<sup>st</sup> April 2023) to after the elections.</li> </ul>

	<ul style="list-style-type: none"> <li>Members to consider and agree a theme for the Annual Parish Meeting and discuss suggestions for guest speakers. Clerk to report on logistics.</li> <li>Council to agree a schedule of date for full Council Meetings for the remainder of 2023/24.</li> </ul>
33/23.	<b>REVIEW OF ACTION PLAN/COMMUNITY PROJECTS</b> 🇸🇰 <ul style="list-style-type: none"> <li>Bus Shelter – Members to review 2 quotations and approve purchase.</li> <li>Youth Unity – to discuss the provision of sessions @ Limes Farm, Station Green &amp; Chigwell Row.</li> <li>Rotary Chigwell Fete – 14<sup>th</sup> May 2023 – Council to discuss a Parish Council stand &amp; requirements/staffing of stand.</li> <li>EID Lighting – Cllr. Akhtar to report &amp; Council to agree course of action.</li> <li>King Charles Coronation – members to discuss how to mark the occasion.</li> </ul>
34/23.	<b>PARISH NEWSLETTER</b> <ul style="list-style-type: none"> <li>Clerk to report on decision made at Community Services Committee on 14<sup>th</sup> March 2023.</li> <li>Clerk to report agreement of next edition.</li> </ul>
35/23.	<b>CHIGWELL PRIMARY REBUILDING</b> 🇸🇰 <p>To consider the recent decision by the government to fund the rebuilding of Chigwell Primary and the impact of this decision on the planning permission previously granted to an enabling development of 59 dwellings in Green Belt and agree an appropriate course of action.</p>
36/23.	<b>TRAINING</b> <p>Clerk to report on training courses booked/completed. Update on Code of Conduct course for all Councillors.</p>
37/23.	<b>VICTORY HALL</b> 🇸🇰 <ul style="list-style-type: none"> <li>To consider the recommendations of the Chair of Community Assets and agree an appropriate course of action.</li> <li>Update on progress with Primary Care Network visit to assess clinical viability of parish buildings (office and members club).</li> <li>Purchase of a replacement undercounter fridge/freezer for bar area – agree total spend of £500 to implement before CROADS performance.</li> <li>Clerk to report on booking of both halls for Ramadan.</li> </ul>
38/23.	<b>CHIGWELL NEIGHBOURHOOD WATCH/ESSEX POLICE</b> 🇸🇰 <p>Review of the meeting held on 22<sup>nd</sup> December 2022. Members to discuss an action plan to raise awareness in Chigwell.</p>
39/23.	<b>RESIDENTS CONTACT</b> 🇸🇰 <ul style="list-style-type: none"> <li>Reporting &amp; monitoring.</li> <li>Result of FOI internal review.</li> <li>Request from resident for storage space for 2/3 months.</li> </ul>
40/23.	<b>DATE OF NEXT MEETING &amp; SUGGESTIONS FOR AGENDA ITEMS</b>
	<b>THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE THE MEETING TO THE PUBLIC/PRESS</b> 🇸🇰 (ref: Schedule 12 of the Local Gov Act 1972).

41/23.

**a) EMPLOYMENT MATTER** 📌

To consider the report from the Chair of Personnel Committee and agree an appropriate course of action.