



CHIGWELL PARISH COUNCIL

20th January 2023

Councillors: All Councillors

You are hereby summoned to attend the Parish Council Meeting to be held at Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ on Thursday 26th January 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

1/23.	RECORDING OF MEETINGS 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.
2/23.	APOLOGIES FOR ABSENCE 👉 Clerk to report apologies and Council to vote on the acceptance of apologies & their submitted reasons.
3/23.	DECLARATION OF INTERESTS 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. Councillors/Members of the Public to declare their intention to record the Meeting (ref: Openness of Local Government Regulations 2014).
4/23.	MINUTES 👉 Members to review and approve the Minutes of 30 th November 2022 & 22 nd December 2022.

5/23.	<p>PUBLIC FORUM</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. No person shall speak for more than 5 mins. Once the public session is closed, members of the public have no rights to take part in the meeting.</p>
6/23.	<p>FINANCE 🇬🇧 £</p> <ul style="list-style-type: none"> a) Agreement of the Budget & Precept for 2023/24 amount to be submitted to Epping Forest District Council by 31st January 2023. b) HSBC – approval of new SIGNATORIES and replacement Primary user c) Cambridge – approval of new signatory – Cllr. C. Brown (Jefcoate). d) Unity Bank – approval of Finance Officer as the primary contact (administrator). e) Unity Bank – approval for application for a multi-pay card (Clerk/RFO & Cemetery Manager). f) Barclays – approval of application for a primary account g) Q1-3 budget position report - due from RFO asap after 31 December. h) Members to consider 3 quotes to purchase a mower. i) Approval of virements for 22/23. j) Approval of Earmarked Reserves (EMR) for 23/24. k) Appointment of 2 Councillors to undertake Inter controls exercise for Financial Year 22/23. l) Full Council approval of recommendations from Committees for expenditure over Committee limits.
7/23.	<p>CHIGWELL CLIMATE ACTION WORKING GROUP 🇬🇧</p> <ul style="list-style-type: none"> • Review and appoint members • Review and approve Terms of Reference
8/23.	<p>POLICIES & PROCEDURES 🇬🇧</p> <ul style="list-style-type: none"> a) STANDING ORDERS <ul style="list-style-type: none"> • Motion by Cllr. R. Chahal-Holden Proposal: A Chair of Chigwell Parish may only be Chair for no more than two consecutive terms. b) DATA PROTECTION POLICY Approval of revised Information and Data Protection Policy (to remove references to a council with an expenditure below or above £25K and replace with requirements for a local authority with an expenditure in excess of £200K) c) FINANCIAL REGULATIONS Members to review and approve an adjustment to item 3.3 – December d) VEXATIOUS POLICY To review an amendment to the policy (full Council approval). e) APPROVAL OF TERMS OF REFERENCE <ul style="list-style-type: none"> • Community Assets Committee • Community Services Committee
9/23.	<p>STREET LIGHTING</p>

	Council to review whether have some lights on overnight for free or pay £65K to have all lights on for this four-hour period each night in 23/24
10/23.	PARISH NEWSLETTER Clerk to report.
11/23.	EFDC – WASTE COLLECTIONS Clerk to report.
12/23.	CHAIRMAN/CHAIRMAN OF COMMITTEES REPORTS <ul style="list-style-type: none"> • Community Assets • Community Services • Planning • Finance & Governance
13/23.	REVIEW OF ACTION PLAN/COMMUNITY PROJECTS 🗲 Cllr. N. Akhtar to report on a concept for Queen Elizabeth Meadow to create an area to improve health & well-being. Council to consider & resolve to agree in principle and consider allocating a start-up fund for the project. ECC Climate Change Fund grant scheme – members to consider making an application for funding to replace the hedge in QE meadow as per the diversity report.
14/23.	WEB SITE Update from Clerk on website compliance with our Transparency policy.
15/23.	TRAINING Clerk to report on Code on Conduct training.
16/23.	VICTORY HALL <ul style="list-style-type: none"> • Update on Victory Hall progress with Members' Club • Update on progress with Primary Care Network visit to assess clinical viability of parish buildings (office and members club)
17/23.	CHIGWELL NEIGHBOURHOOD WATCH/ESSEX POLICE 🗲 Review of the meeting held on 22 nd December 2022. Members to discuss an action plan to raise awareness in Chigwell.
18/23.	RESIDENTS CONTACT REPORTING /COMPLAINTS Clerk to report.
19/23.	TRAINING Clerk to report on Code of Conduct Training for full Council.
20/23.	DATE OF NEXT MEETING
	THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE THE MEETING TO THE PUBLIC/PRESS 🗲 (ref: Schedule 12 of the Local Gov Act 1972).
21/23.	<p>a) EMPLOYMENT MATTER 🗲</p> <p>b) VEXATIOUS POLICY 🗲 Members to review the report and vote on applying the policy.</p> <p>c) FREEDOM OF INFORMATION – INTERNAL REVIEW Appointment of a Councillor to undertake the review.</p> <p>d) COMPLAINT</p>