



ANNUAL COUNCIL MEETING

Date: Tuesday 13 May 2025

Time: 7.00pm

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

Members are hereby **SUMMONED** to attend the above meeting
to transact the following business.

Members are respectfully reminded that each item of business should be carefully examined, with
any pecuniary and non-pecuniary interests duly declared

Members to be present:

Cllr L Morgan (Chair)
Cllr D Rye
Cllr O Ali
Cllr T Amuludun
Cllr F Rizvi

Cllr E Costa (Vice Chair)
Cllr L Clarke
Cllr R Hodds
Cllr J Braha
Cllr A Aredeon

Acting Clerk to the Council:

Cllr C Jefcoate

Members of the press and public are invited to attend this meeting. 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.

Councillors are 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 E Costa

Cllr L Morgan

Acting Proper Officer to Chigwell Parish Council

Date: 8 May 2025

AGENDA

1. 🖐️ ELECTION OF A CHAIR (S. 15 OF THE LOCAL GOVERNMENT ACT 1972)

To Propose and Second nominations for the office of Chair and, if there is more than one nominee, to vote thereon.

To execute the declaration of acceptance of the office of Chair to the Council.

2. 🖐️ ELECTION OF A CHAIR (S. 15(6) OF THE LOCAL GOVERNMENT ACT 1972)

To Propose and Second nominations for the office of Vice Chair and, if there is more than one nominee, to vote thereon.

To execute the declaration of acceptance of the office of Vice Chair to the Council.

3. 🖐️ APOLOGIES FOR ABSENCE

To receive and **AGREE** to accept any apologies for absence

4. ANY OTHER ABSENCE

To **NOTE** any other absence

5. DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda

6. 🖐️ MINUTES

To approve, as a true record, the meetings of the Council were held on **21 May 2024, 15 April 2025, 28 April 2025 and 29 April 2025** (Appendix [1a](#), [1b](#), [1c](#), [1d](#))

7. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

8. 🖐️ ELECTION TO STANDING COMMITTEE

Members are asked to **CONSIDER** and **APPROVE** the membership for the following committees for the year 2025/26.

- Planning (all qualifying members)

The Planning Committee is a Standing Committee; the decisions of this committee will be reported to Council for information rather than ratification, unless this decision would result in an expenditure in excess of that allowed by their Terms of Reference. Any decision that will result in the expenditure of over £1,000 will require ratification from the Council prior to implementation.

9. 🖐️ ELECTION TO SUB COMMITTEES GIVEN THE POWER TO ACT

These committees have been given the Power to Act; the decisions of these committees will be reported to Council for information rather than ratification, unless this decision would result in an expenditure in excess of that allowed by their Terms of Reference. Any decision that will result in the expenditure of over £1,000 will require ratification from the Council prior to implementation.

The Chair and Vice-Chair of the Council are both ex-officio members of these committees and therefore may stand-in if necessary to ensure that committee meetings are quorate.

Members are asked to **CONSIDER** and **APPROVE** the structure and membership for the following proposed committees for the year 2024/25.

- Finance & Governance and Personnel (5 members)
- Community Assets and Services (5 members)

Or

- Finance & Governance (5 members)
- Personnel (5 members)
- Community Assets and Services (5 members)

10. 🖐️ STANDING COMMITTEE TERMS OF REFERENCE

The Terms of Reference defines the purposes and structures of committees. They establish a basis for resolutions and the scope of that committee.

Members are asked to **CONSIDER** and **APPROVE** the adoption of the following ToR for the following committees for the year 2024/25.

- Planning – [Appendix 2](#)

11. 🖐️ SUB COMMITTEE TERMS OF REFERENCE

The Terms of Reference defines the purposes and structures of committees. They establish a basis for resolutions and the scope of that committee.

Members are asked to **CONSIDER** and **APPROVE** the draft ToR for the following committees for the year 2024/25.

- Community Assets and Services Committee – [Appendix 3](#)
- Finance, Governance and Personnel Committee – [Appendix 4](#)

OR

- F&G Committee and Personnel Committee - Appendix [5a](#) and [5b](#)

12. 🖐️ REVIEW OF COUNCIL SUBSCRIPTIONS

The council presently subscribes to the following:

- National/Essex Association of Local Councils
- Rural Community Council of Essex
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks
- Clerks and Councils Direct
- National Allotment Association

In accordance with Standing Orders, Members are now asked to **REVIEW** these subscriptions for the year 2025/26 ([Appendix 6](#))

13. 🖐️ REPRESENTATION ON OUTSIDE BODIES

To **DETERMINE** the Council's representation on the following:

EFDC Standards Committee: previously Cllr Faiza Rizvi

EFDC Local Councils' Liaison Committee ; the Clerk and the Chairman are automatically Members of this Committee. The Vice Chairman is also a Member.

14. 🖐️ GENERAL POWER OF COMPETENCE

The Parish Council resolved to confirm it satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council at the Annual Meeting on 21 May 2024 (minute ref. [AM007/24](#)). This statutory power allows an eligible council to do anything subject to statutory prohibitions, restrictions and limitations.

Members are further advised that the council's period of eligibility begins on the date that the resolution was made (21 May 2024) and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections. The council's General Power of Competence thus expires the day before the Annual Meeting of the Council in 2028

15. 🖐️ PAYMENTS

To **REVIEW** the proposed payments for May and **APPROVE** if appropriate ([Appendix 7a](#))

16. 🖐️ REVIEW OF DIRECT DEBITS AND BACS PAYMENTS

The Financial Regulations at 6.7, 6.8 and 6.9 require the review every two years of variable and fixed direct debit instructions, standing orders and BACS payments due. The Council are thus asked to review the current arrangements made to pay utility suppliers, non-domestic rates, contractual and agreed direct debits, Standing Orders and BACS payment instructions for the financial year 2025/26

A. To **REVIEW** the direct debit payments for 25/26 and **APPROVE** if appropriate ([Appendix 7b](#))

B. To **REVIEW** the the contractual payments made via BACS and/or Standing Order for 2025/26 and **APPROVE** if appropriate ([Appendix 7c](#))

17. 🖐️ LAND AND ASSETS REGISTER REVIEW

The Parish Council's Standing Orders require that an inventory of land and assets, Is annually reviewed by council. The RFO has updated the document and proposes the removal of several items ([Appendix 8](#))

Members to **REVIEW** the updated Land and Assets Register and **APPROVE** an appropriate course of action

18. 🖐️ RISK REGISTER

The Parish Council's Standing Orders require that the Risk Register Is annually reviewed by council. ([Appendix 9](#))

Members to **REVIEW** the updated Risk Register and **APPROVE** an appropriate course of action

19. 🖐️ CONFIRMATION OF INSURANCE COVER

It is requirement that the Insurance Cover is reviewed for the year 2025/26 at the Annual Council Meeting

Members are asked **NOTE** the review of the Policy at the Full Council meeting of 28 March and approval of renewal (Minute ref FC218/24 - [Appendix 10](#)) and to **REVIEW** and **APPROVE** the Insurance Policy for continuation during the year 2025/26

20. 🖐️ STANDING ORDERS REVIEW

It is requirement that the Standing Orders are reviewed and adopted for the year 2025/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the draft Standing Orders (2025) for adoption for 25/26, ([Appendix 11](#))

21. 🖐️ FINANCIAL REGULATIONS REVIEW

It is requirement that the Financial Regulations are reviewed and adopted for the year 2025/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the draft Financial Regulations (2025) for adoption for 25/26, ([Appendix 12](#))

22. 🖐️ CODE OF MEMBER CONDUCT - LOCALISM ACT 2011, S28

The Localism Act 2011 requires Parish Councils to adopt a Code of Member conduct, which confirms the conduct expected of the membership.

Members are asked to **REVIEW** and **APPROVE** the Chigwell Parish Code of Member Conduct for adoption during the year 2025/26 ([Appendix 13](#))

23. 🖐️ COMPLAINTS PROCEDURE REVIEW

It is requirement that the Complaints Policy is reviewed and adopted for the year 2025/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the Complaints Procedure ([Appendix 14](#))

24. 🖐️ MEDIA, COMMUNICATIONS AND EMAIL POLICY REVIEW

It is requirement that the Media policy is reviewed and adopted for the year 2025/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the Media, Communications and Email policy ([Appendix 15](#))

25. 🖐️ DATA PROTECTION POLICIES

It is requirement of the Standing Orders that the Data Protection Policy is reviewed and adopted for the year 2025/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the Data Protection policy ([Appendix 16](#))

26. 🖐️ EMPLOYMENT POLICIES

It is requirement of the Standing Orders that the Employment Policies are reviewed and adopted for the year 25/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the Staff Handbook (Appendix 17)

27. 🖐️ SCHEDULE OF MEETINGS FOR 2025/26

It is requirement of the Standing Orders that the schedule of meetings for 2025/26 is reviewed and adopted for the year 25/26 at the Annual Council Meeting

Members are now asked to **CONSIDER** and **APPROVE** the attached schedule for meetings in 2025/26 ([Appendix 18](#))

28. 🖐️ SCHEDULE OF COUNCILLOR SURGERIES TO OCTOBER 2025

Members are asked to **CONSIDER** responses received and the attached schedule and **AGREE** an appropriate course of action ([Appendix 19](#))

29. 🖐️ CLERK'S REPORT**30. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION****31. DATE OF THE NEXT MEETING****32. 🖐️ EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be 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."

33. NONE ANTICIPATED**Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary

Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.



Indicates Councillors are expected to make a decision (within the remit of the committee)