



**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 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 J Braha (Chair)	Cllr D Rye (Vice Chair)
Cllr O Ali	Cllr T Amuludun
Cllr A Areadon	Cllr L Clark
Cllr E Costa	Cllr R Hodds
Cllr L Morgan	Cllr F Rizvi

C Jefcoate - Acting Clerk, Chigwell Parish Council

**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 J Braha*

*Cllr D Rye*

Acting Proper Officer

Date: 20 June 2025

**FULL COUNCIL  
AGENDA****1. 🖐️ APOLOGIES FOR ABSENCE**

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

**2. ANY OTHER ABSENCE**

To **NOTE** any other absence

**3. 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

**4. MINUTES**

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

**5. 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

**6. 🖐️ COMMITTEE TERMS OF REFERENCE**

To **CONSIDER** the officer report and **AGREE** an appropriate course of action ([Appendix 2](#))

**7. 🖐️ EXTERNAL AUDIT 2023/24 - AGAR SECTION 3**

Members are asked to **NOTE** the External Auditor's opinion for the year ended 31 March 2024. The [2023/24 External Audit Report](#) considered the Internal Control objectives have been met by the Council for the year 2023/24 and did not include any "Except For" items and advice. This report has already been circulated to all councillors.

**8. 🖐️ STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2025**

To **REVIEW** and **APPROVE** the statement of Internal Control signed by the Clerk and IRFO, ([Appendix 3](#))

**9. 🖐️ REPORT OF THE INTERNAL AUDITOR**

Members are asked to **NOTE** the [Internal Annual Audit Report](#) - 2024/2025

## 10. 🖐️ AUDITOR'S COMMENTS

To **CONSIDER** the report from Finance and Governance on the auditor comments and **NOTE** the recommendations therein ([Appendix 4](#))

## 11. 🖐️ THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 (AGAR 2024/25) SECTION 1 AND SECTION 2

Members are 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](#))

Formal **APPROVAL** of the 2024/25 Statement is now requested. Subject to Members' approval, Section 1 of the Annual Governance Statement 2024/25 will be signed by the Council Chair on behalf of the Council. The Clerk will sign confirming the approval has been minuted

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

The 2024/25 Accounts have recently been closed. The Accounting statement was signed by the Responsible Financial Officer on 4 June 2025 and circulated to all members of the Council on 6 June 2025.

Formal **APPROVAL** of the 2024/25 accounts is now requested. Subject to Members' approval, the Accounting Statement will be signed by the Council Chair.

## 12. 🖐️ PUBLICATION REQUIREMENTS ([Appendix 7](#))

Members are advised 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.

## 13. 🖐️ APPOINTMENT OF INTERNAL AUDITOR

To **CONSIDER** the recommendations of Finance and Governance committee regarding the appointment of an internal auditor and officer report and **AGREE** an appropriate course of action ([Appendix 8](#))

## 14. 🖐️ BANK MANDATE

The RFO considers an additional bank account signatory needs to be appointed. Members are invited to indicate if they want to be a signatory and, if so, which ONE member will serve in this role. Currently: Cllr C Jefcoate, Cllr L Morgan and Cllr E Costa with Cllr Clark pending.

**15. 🖐️ DEFIBRILLATOR IN OAK LODGE AVENUE**

To **CONSIDER** the officer report and **AGREE** an appropriate course of action ([Appendix 9](#))

**16. 🖐️ BENCH AT BUS STOP****Summary:**

A request has been received from a Parish Councillor for the installation of seating at the bus stop on Fencepiece Road. As the Parish Council is not responsible for bus stop infrastructure, the matter must be referred to Essex County Council (ECC), which oversees such works.

**Background:**

- The Parish Council cannot install or fund bus stop seating due to liability, maintenance and insurance considerations.
- ECC completed a £3 million bus shelter upgrade programme with Bauer Media Outdoor in March 2025. This location was not included, as it was not nominated by District Councillors. That budget is now fully spent.
- Any future upgrades must be pursued via ECC, with support from District and County Councillors.
- Ward Councillor Alan Lion has expressed willingness to work on this matter if supported by a Parish Councillor.

**Recommendation:**

That the Council:

1. **NOTES** that bus stop seating is the responsibility of Essex County Council and that the Parish Council will not fund or install it.
2. **APPOINTS** a Parish Councillor 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.

**Financial Implications:** None to the Parish Council.

**Legal/Governance Considerations:** Ensures ECC retains responsibility for public infrastructure.

**Community Impact:** Responds to a resident-led request via elected representatives.

**Equalities Consideration:** Supports accessibility by referring to the appropriate authority for compliant seating.

To **CONSIDER** the above and **AGREE** an appropriate course of action

**17. 🖐️ REINVESTMENT OF FIXED DEPOSIT - CHARITY BANK****Background:**

The Council's £88,780.99 1-year fixed deposit with Charity Bank has matured. Following negotiation, a new interest rate of **4.01%** has been secured (up from the initial 3.16%). Charity Bank remains aligned with the Council's ethical and environmental values.

**Recommendation from Finance & Governance:**

That the Parish Council:

1. Reinvest the matured sum of £88,780.99 into a new 1-year fixed term account with Charity Bank at 4.01% interest.
2. Authorise the RFO to carry out the reinvestment and record the transaction in line with Council procedures.

**Rationale:**

- The improved rate represents best value and retains ethical investment.
- A 1-year term offers flexibility in a changing financial landscape.

To **CONSIDER** the above and **AGREE** an appropriate course of action

**18. 🖐️ COUNCILLOR/STAFF CONTACT AND COMMUNICATIONS**

To support staff capacity and improve communication during a period of high demand, it is proposed that councillors direct queries to officer report Cllr Debby Rye and the Chair Cllr Jamie Braha in the first instance. They will acknowledge, log and pass on issues to officers, who will respond as needed. This measure aims to reduce duplication, ease staff workload and ensure timely follow-up. The arrangement will be reviewed after three months.

To consider the Councillor's proposal and **and AGREE** an appropriate course of action ([Appendix 10](#))

**19. 🖐️ USE OF PARISH OFFICES**

To **CONSIDER** the recommendations of F&G and **AGREE** an appropriate course of action ([Appendix 11](#))

**20. 🖐️ COMMITTEE MEMBERSHIP**

To consider the Councillor's request and **and AGREE** an appropriate course of action ([Appendix 12](#))

**21. 🖐️ CEMETERY ACCESS AND GATES**

To **CONSIDER** the officer report and **AGREE** an appropriate course of action ([Appendix 13](#))

**22. 🖐️ MEMORIAL BENCHES**

To **CONSIDER** the officer report and **AGREE** an appropriate course of action ([Appendix 14](#))

**23. 🖐️ PARISH BUSES**

To **APPROVE** the removal of the stolen Mercedes Sprinter minibus from the asset register and to authorise the Clerk to negotiate the sale of the second minibus with final terms to be brought back to Full Council for approval.

**Recommendations:**

Full Council is asked to:

1. Approve the immediate removal of the stolen minibus from the Council's asset register
2. Authorise the Clerk to negotiate the sale of the remaining minibus to Essex County Council or another suitable buyer
3. Confirm that final sale terms will be subject to Full Council approval
4. Remove the second vehicle from the asset register once the sale is agreed

**Background:**

In 2018, two Mercedes Sprinter minibuses were purchased using £150,000 of Section 106 funds for a local transport scheme. The service ran from September 2018 to March 2020 and resulted in a net cost to the Council of over £100,000 in unrecovered expenditure. Since the service ended, both vehicles have been used informally by Epping Forest Community Transport (EFCT) with no agreement or payments to the Parish.

One vehicle has recently been stolen and remains listed on the asset register. The second is still being used by EFCT and appears to be generating income, though no benefit returns to the Council. Essex County Council has shown interest in purchasing the second minibus, subject to available funding. Officers recommend disposal rather than leasing due to VAT and liability implications.

**24. 🖐️ ACTING CLERK REPORT**

To receive an update from the Acting Clerk ([Appendix 15](#))

**25. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

**26. 🖐️ DATE OF THE NEXT MEETING**

**27. 🖐️ 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."

**28. 🖐️ HR REPORT**

To **CONSIDER** the HR report and **AGREE** an appropriate course of action (Confidential Appendix 1)

**29. 🖐️ VICTORY HALL GRANT LEGAL AGREEMENT**

To **CONSIDER** the Chair's report, the strategy report and **AGREE** an appropriate course of action (Confidential Appendix 2)

**30. LEGAL MATTERS - FROGHALL LANE JUDICIAL REVIEW**

To **NOTE** the attached correspondence (Confidential Appendix 3)

**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)**