



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 24 July 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 O Ali
Cllr A Aradeon
Cllr E Costa
Cllr L Morgan

Cllr D Rye (Vice Chair)
Cllr T Amuludun
Cllr L Clark
Cllr R Hodds
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: 18 July 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 26 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. 🖐️ EMPLOYEE HANDBOOK

To consider the recommendation of the Acting Clerk to **ADOPT** the Employee Handbook 2025 ([Appendix 2](#)) and **AGREE** an appropriate course of action regarding the recommendation

7. 🖐️ CLERK RECRUITMENT PACK

To consider and **APPROVE** if appropriate the advertisements, job description and person specification for the Clerk role ([Appendix 3](#))

8. 🖐️ POLICIES FOR ADOPTION

To consider the recommendation of the Acting Clerk to **ADOPT** the following policies and **AGREE** an appropriate course of action regarding the recommendation

[Grievance Policy](#)
[Drugs and Alcohol Policy](#)
[Disciplinary Policy](#)

[Recruitment Policy](#)
[Absence Management Policy](#)
[Performance Improvement Policy](#)
[Whistleblowing Policy](#)
[Flexible Working Policy](#)
[Maternity and Family Friendly Policy](#)
[Volunteer Policy](#)
[Grant Application Policy](#)

9. 🖐️ ALLOTMENT AGREEMENT

To **CONSIDER** the officer report ([Appendix 4](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

10. 🖐️ TERMS & CONDITIONS OF USE

To **CONSIDER** the officer report ([Appendix 5](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

11. 🖐️ COMMUNITY USE POLICY

To **CONSIDER** the officer report ([Appendix 6](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

12. 🖐️ MEETINGS FOR 2025/26

At the meeting of 13 May 2025 Full Council resolved the [dates](#) the Community Service and Assets Committee were to meet. Due to prior commitments it has been requested the Community Service Meeting is moved to an evening other than Tuesday or Thursday. The following changes to the agreed dates are proposed:

Tuesday 12 August to be held Wednesday 13 August
Tuesday 14 Oct to be held Wednesday 15 October
Tuesday 2 December to be held Wednesday 3 December
Tuesday 10 Feb to be held Wednesday 11 February
Thursday 9 April to be held Wednesday 8 April
Tuesday 5 May to be held Wednesday 6 May

The dates already agreed for Finance and Governance in the alternative months are to remain unchanged. Forward planning and meeting management is crucial for officers to be able to provide an effective service to Council in enabling them to make fully informed decisions

13. BENCH AT BUS STOP

At the Council meeting of 26 June Cllr Clarke was appointed 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. To **CONSIDER** a progress report on the bus stop/bench from Cllr Clarke

14. REINVESTMENT OF FIXED DEPOSIT - CHARITY BANK

On 26 June Council resolved to reinvest the matured sum of £88,780.99 into a new 1-year fixed term account with Charity Bank at 4.01% interest, authorised the RFO to carry out the reinvestment and record the transaction in line with Council procedures. Council are asked to **NOTE** that Charity Bank have since advise the available rate has been reduced to 3.88% and the matured sum has been reinvested on the basis this reduces interest by £115.41 over the 12 month period. This equates to 11 days interest at the original rate which is less than the amount lost had the matter returned to FC for further consideration a month later.

15. STRATEGIC USAGE REVIEW

Progress Report:

On 26 June Council resolved to take the recommended immediate and short term actions. To that end meetings are being arranged with stakeholders. The LFCG have been advised of the review and invited to meet informally ahead of a more structured meeting. The Parish continue to negotiate the terms of the grant with EFDC.

16. 🖐️ VICTORY HALL GRANT

At its meeting of 15 July the Finance & Governance committee considered [Officer's recommendations](#) and resolved the following motion with F&G amends should be put to Full Council with the recommendation it is **AGREED**:

"That Chigwell Parish Council resolves not to accept the current terms of the EFDC Shared Prosperity Fund grant agreement unless and until EFDC agrees to contribute financially to cover associated operational costs in the form of an hourly rental contribution or limits its usage clause to a fixed term and clearly defined user groups to allow additional occupation of premises by Parish staff and regular commercial hire. In the event such revisions are not agreed, CPC shall seek the allocation of the grant to an alternative suitable infrastructure in Chigwell and/or withdraw from the current grant bid while pursuing alternative funding or internal capital improvements to Victory Hall in a manner consistent with its fiduciary duty to Chigwell residents."

17. VICTORY HALL WORKS

To receive an update from the Chair of the Council

18. USE OF PARISH OFFICES

Progress Report

On 26 June Full Council authorised officers to begin formal negotiations with the local Primary Care Network, the ICB and other stakeholders regarding a lease for the existing office building, strictly conditional on its use as a GP surgery. Discussions have begun with the Primary Care Network and initial feedback is very positive. The PCN are engaging with the ICB to identify potential practitioner partners. There has been some delay due to absences of stakeholders due to annual leave but it is advised matters may be progressed rapidly once the ICB is able to update.

Full Council further approved in principle the concept of relocation of staff from the current office building to alternative premises (subject to feasibility and refurbishment assessment). The feasibility is being assessed as part of the Strategic Usage Review of the Community Hub

A costed plan for staff relocation and refurbishment of alternative premises in conjunction with any existing works if possible is being considered by F&G but the issue of the proposed grant funding needs to be clarified first

Officers are researching funding opportunities in consultation with local stakeholders. A business case and strategy including planning feedback, financial implications, community consultation and legal safeguards in any proposed lease terms is in the very early stages

19. PARISH BUSES

Progress report:

On 26 June Full Council approved the immediate removal of the stolen minibus from the Council's asset register and this has been completed. The Clerk was duly authorised to negotiate the sale of the remaining minibus to Essex County Council. Negotiations have been delayed by the unscheduled absence of the County Councillor. A discussion is scheduled for next week when they return to full time work. Final sale terms will be subject to Full Council approval

20. 🖐️ CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

To receive and update from Cllr Rizvi

21. 🖐️ ACTING CLERK REPORT

To receive written updates from the Acting Clerk ([Appendix 7](#) and [Appendix 8](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

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

23. 🖐️ DATE OF THE NEXT MEETING

Thursday 28 August at 7.00pm

24. 🖐️ 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."

25. 🖐️ HR REPORT

A progress report on the ongoing findings and recommendations of the HR Consultant

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

26. LEGAL MATTERS - FROGHALL LANE JUDICIAL REVIEW

To **NOTE** the attached correspondence (Confidential Appendix 2)

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)