



**MEETING OF THE  
CHIGWELL PARISH COUNCIL**

Date: Thursday 23 October 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 L Clark  
Cllr R Hodds  
Cllr F Rizvi

Cllr D Rye (Vice Chair)  
Cllr T Amuludun  
Cllr E Costa  
Cllr L Skingsley Morgan

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: 17 October 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 13 October 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. 🖐️ FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** and **AGREE** the bank payments for October ([Appendix 2](#))

To **REVIEW** and **NOTE** the card payments for September ([Appendix 3](#))

To **REVIEW** and **NOTE** the Individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT (Financial Regulation 5.15) ([Appendix 4](#))

To **REVIEW** and **NOTE** expenditure under Emergency Work Report 1 Sept - 3 Oct 2025 under authorised by delegated authority of the Chair and Vice Chair (Financial Regulation 5.18) ([Appendix 5](#))

### 7. 🖐️ S 3 OF THE 2024/25 AUDIT AND THE NOTICE OF CONCLUSION OF THE AUDIT

To **NOTE** the Section 3 of the AGAR, the External Auditor's Report and Certificate and the Conclusion of the Audit for 2024/25 ([Appendix 6](#))

### 8. 🖐️ VIREMENTS

To consider any recommendations in regards to Virements from the RFO ([Appendix 7](#)) and **AGREE** the appropriate action

## 9. 🖐️ POLICIES FOR REVIEW AND ADOPTION

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

Chigwell Parish Council Infection Prevention and Control (IPC) Policy ([Appendix 8](#))

## 10. 🖐️ UKSPF GRANT AGREEMENT

To **CONSIDER** the officer report ([Appendix 9](#)) and the recommendations therein and **AGREE** an appropriate course of action, namely that the Grant Agreement be signed

## 11. 🖐️ APPOINTMENT OF ACTING CLERK

To **NOTE** Cllr Jefcoate was appointed Acting Clerk from 1 May 2025 for an period of six months or other time decided by this Council and to consider a report from the Chair of the Council ([Appendix 10](#)) and the recommendations therein and **AGREE** an appropriate course of action

## 12. 🖐️ CHRISTMAS TREE LIGHTING CEREMONY

To **CONSIDER** the report from Cllr Rye ([Appendix 11](#)) and the recommendations therein and **AGREE** an appropriate course of action

## 13. 🖐️ CHRISTMAS LIGHTS

To **CONSIDER** the report from officer ([Appendix 12](#)) and the recommendations therein and **AGREE** an appropriate course of action

## 14. 🖐️ REMEMBRANCE DAY

To **CONSIDER** the report from officer ([Appendix 13](#)) and the recommendations therein and agree any Remembrance Day services or activities in the Parish and appoint Councillors to lay all wreaths in the Parish

## 15. 🖐️ COMMUNITY USE - APPLICATION

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

## 16. 🖐️ CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

To receive an update from Cllr Rizvi

## 17. 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

**18. 🖐️ ACTING CLERK REPORT**

To receive written updates from the Acting Clerk ([Appendix 15](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

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

**20. 🖐️ DATE OF THE NEXT MEETING**

Thursday 27 November at 7.00pm

**21. 🖐️ 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.”

**22. 🖐️ EMPLOYMENT MATTERS**

To receive and **NOTE** a report on ongoing matters (Confidential Appendix 1)

**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)**