MEETING OF THE
CHIGWELL PARISH COUNCIL

Date: Thursday 25 Sept 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 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: 19 September 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 28 August 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. ✋**STANDING ORDERS AMENDMENT TO ALIGN WITH FINANCIAL REGULATIONS**

Members are asked to **NOTE** that Standing Orders page 20 Standing Order 18 c refers to the Public Contracts Regulations 2015 and to Contracts Finder while the Financial Regulations page 6 regulation 5.4 require compliance with the Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation where the estimated contract value exceeds the threshold set by Parliament

Council is asked to **RESOLVE** to amend Standing Order 18 c with immediate effect so that it reads

“For any contract for the supply of goods services or works where the estimated value exceeds the threshold set by Parliament the Council shall comply with the Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation including all requirements for tendering award notification and publication on the relevant government portal”

Council further ask to **RESOLVE** that any necessary page numbering updates and cross references including references to Standing Order 18 f are made to ensure consistency and that this amendment brings Standing Orders into line with Financial Regulations regulation 5.4

7. ✋**INTERNAL CONTROL FOR Q2 2025/26**

To **AGREE** and appoint the member(s) to verify bank reconciliations.

Members are advised that the Council should appoint the member(s) to verify bank reconciliations (for all accounts) produced by IRFO. The member (s) shall sign the reconciliations and the original bank statements as evidence of verification (Financial Regulations 2.2).

8. ✋ ELECTION TO FILL A CASUAL VACANCY

To **CONSIDER** the officer report (**Appendix 2**) and the recommendations therein and **AGREE** an appropriate course of action

9. ✋ COMMITTEE RECOMMENDATIONS

At its meeting of 9 September the Finance & Governance committee **RESOLVED** the following be put to Full Council for approval and adoption:

i. Proposed Protocol on Extraordinary Meetings **(Appendix 3**)

Recommendation to Full Council
That Full Council **ADOPTS** the above policy

ii. Audit expenditure 2025/26 **(Appendix 4**)

Recommendation to Full Council
That Full Council **APPROVES** the commissioning of an internal audit and compliance appraisal of statutory records and the Scribe accounting system as set out in this report. That Full Council authorises expenditure up to £3,300 under Financial Regulation 11.1(ii) and delegates to the RFO and Clerk the authority to finalise the brief, appoint the auditor and manage the engagement. That the RFO reports the auditor's findings and an implementation plan to Finance and Governance with subsequent reporting to Full Council.

At its meeting of 11 September the Community Service and Assets committee **RESOLVED** the following be put to Full Council for consideration:

iii. Town and Village Partnership (**Appendix 5**)

10. ✋ TO APPOINT A THIRD KEY HOLDER FOR ALARM CALL OUTS

The Council notes that on 3 September it received written notice from Councillor Morgan (**Appendix 6)** that she was not going to continue as a key holder for responses if the alarm is activated out of hours at either the Parish Offices or the Cemetery and was returning her keys. The Council further notes that only Full Council may make such appointments and that there are currently two key holders, Councillor Jefcoate and Councillor Ali and that at least one further key holder is required.

Members are asked to **CONSIDER** and **RESOLVE** to appoint additional key holder(s) as it deems appropriate for alarm activations at the Parish Offices and the Cemetery with immediate effect. Officers are instructed to update all records and contact lists and to notify the alarm monitoring provider and relevant staff of this change.

11. ✋ ADOPTION OF THE CLOSED BURIAL GROUD AT ST MARY'S CHURCH BY EPPING FOREST DISTRICT COUNCIL

Members are asked to **NOTE** that the burial ground at St Marys Church is a closed churchyard. The Council records that Epping Forest District Council has agreed to adopt responsibility for its maintenance and that the Parochial Church Council is content.

In accordance with Section 215 of the Local Government Act 1972 the Parish Council is asked to **RESOLVE** for the minutes that Epping Forest District Council shall assume responsibility for maintaining and repairing the closed churchyard at St Marys Church and authorises the Clerk to confirm this agreement to Epping Forest District Council and to the Parochial Church Council and to take all steps to give effect to this decision.

12. ✋ COUNCILLOR/STAFF CONTACT AND COMMUNICATIONS

At the meeting of 26 June meeting Council **AGREED** (minute ref: FC035/25) for the next three months (until 26 September) that:

- All councillor emails related to queries, complaints from MOP, issues seen around the Parish and similar matters be sent to Cllrs Braha (Chair) and Rye (Vice Chair) in the first instance.
- The Chair and Vice Chair will acknowledge receipt, log the issues and ensure that correspondence is passed promptly to the appropriate officer.
- Officers will continue to respond directly when a substantive reply is required.
- The Chair and Vice Chair will follow up as necessary to monitor progress and keep councillors informed where appropriate.

Council is now asked to **CONSIDER** and **AGREE** whether to apply the requirements for contact and communication for a further three months (to 31 December 2025). Members are further asked to **NOTE** that, at the request of the staff, if a Councillor wishes to attend any Parish premises or to meet staff during the working day, a request for an appointment must be submitted in writing and agreed beforehand. This is to avoid unnecessary disruption and ensure staff are prepared for any visit

13. ✋ CSAC 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 CSAC meeting is moved to 7.00pm after the first planning meeting of the relevant months during which CSAC meetings were previously agreed. The following changes to the agreed dates are therefore proposed:

Tuesday 14 Oct to be held Thursday 9 October at 7.00pm
Tuesday 2 December to be held Thursday 11 December at 7.00pm
Tuesday 10 Feb to be held Thursday 12 February at 7.00pm
Thursday 9 April to be held Thursday 16 April at 7.00pm
Tuesday 5 May to be held Thursday 14 May at 7.00pm

Council is asked to **RESOLVE** to agree the meeting dates

14. ✋PROGRESS REPORT TO THE COUNCIL REGARDING VICTORY HALL, THE COMMUNITY HUB, THE PARISH OFFICE, THE PARISH SURGERY AND THE UKSPF GRANT

To **CONSIDER** the officer report (**Appendix 7**) and the recommendations therein and **AGREE** an appropriate course of action, namely:

Council is asked to **NOTE** and **AGREE** the contents of this report, namely to endorse the survey first delivery approach and the proposed stage gate assurance process with Epping Forest District Council, to endorse inclusion in all pre contract correspondence and draft Heads of Terms that the office site will be known as the Parish Surgery and that space will be reserved as required for Chigwell residents and to note that the Victory Hall main kitchen refurbishment continues as a separate project with its earmarked reserves protected.

Council is further asked to **NOTE** that tenders for Hub works cannot be issued until survey outputs are received and the scope and budget are confirmed and that no binding agreements will be entered into without a further Council decision.

15. ✋PROPOSED EXPENDITURE - IT PURCHASE

To **CONSIDER** the officer report (**Appendix 8**) and **AGREE** the recommendations therein, namely that Chigwell Parish Council approves the purchase of one Apple iPad 11 inch with cellular connectivity, 256 GB, in silver, together with a protective case and an Apple Pencil, for cemetery and surrounding areas management. The cost of the iPad is £585.50, with additional costs for accessories, funded from the C&OS Equipment Purchase budget, code 109. It is further recommended that officers are authorised to procure the device, SIM card, case and Apple Pencil and to configure them for use in the cemetery and surrounding areas.

16. ✋PROPOSED EXPENDITURE - CONSUMABLES

To **CONSIDER** the officer report (**Appendix 9**) and the recommendations therein, namely that Full Council approves expenditure of £1,640.00 from Budget Code 144 Grave Maintenance for the purchase of 10 Ton of Turf 207 from Thompsons of Crews Hill with split delivery, to be undertaken in October 2025 subject to suitable weather.

That Full Council approves expenditure of £820.67 from Budget Code 139 Ground Maintenance for the purchase of standard roses from Henry Street Nursery in quantities 12 pink, 15 yellow, 17 red, and 9 white for the Garden of Remembrance and cremated remains plots to replace previous planting and to ensure availability for new plots.

That the Clerk is authorised to place the orders and make all necessary arrangements to complete the works.

17. ✋BIODIVERSITY ENHANCEMENT

To **CONSIDER** the officer report (**Appendix 10**) and **AGREE** the recommendations therein, namely that the Council approves the installation of four managed beehives in the meadow behind Victory Hall by a local resident beekeeper. It is further recommended that officers are authorised to enter into a simple written agreement with the resident, subject to receipt of insurance and risk assessment documentation.

18. ✋ COMMUNITY USE - APPLICATION

To **CONSIDER** the officer report (**Appendix 11**) and the recommendations therein and **AGREE** an appropriate course of action

19. ✋ CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

To receive an update from Cllr Rizvi

20. 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

21. ✋ RECRUITMENT

The role of Clerk is being advertised and shortlisting will take place at the end of September with interviews in early October. The initial interview will be undertaken by the Acting Clerk and the HR consultant. Subsequent interviews will include two councillors as **AGREED** by Full Council at this meeting.

Members are asked to nominate two Councillors to sit on the second interview panel for the role of Clerk.

22. ✋ ACTING CLERK REPORT

To receive written updates from the Acting Clerk (**Appendix 12**) and **AGREE** an appropriate course of action regarding the recommendations therein

23. ✋ MOBILE PHONE PROVIDER

To **CONSIDER** the officer report (**Appendix 13**) and the recommendations therein, namely that Full Council approves the appointment of Ice Connect to provide SIM only mobile connections on the basis of unlimited calls and texts with 25 GB data per month, together with mobile device management and authorises the Clerk and the RFO to confirm the exact number of connections required, finalise the order, arrange number porting and implementation and sign any necessary agreements.

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

25. ✋ DATE OF THE NEXT MEETING

Thursday 22 October at 7.00pm

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 is 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)**