



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 26 February 2026

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 L Clark	Cllr E Costa
Cllr R Hodds	Cllr E Skingsley
Cllr L Skingsley-Morgan	Cllr F Rizvi

J Selvarajah - Clerk and Proper Officer, Chigwell Parish Council

C Jefcoate - Assistant to the 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

Jason Selvarajah

Clerk and Proper Officer to Chigwell Parish Council

Date: 19 February 2026

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 22 January 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

Olga will provide this but let her have plenty of notice

To **REVIEW** the Summary Report from the Financial Officer ([Appendix 2](#))

To **REVIEW** the proposed payments for February and **APPROVE** if appropriate ([Appendix 3](#))

To **REVIEW** the card payments for January and **APPROVE** if appropriate ([Appendix 4](#))

To **REVIEW** the bank reconciliation to 31 January and **APPROVE** if appropriate ([Appendix 5](#))

To **REVIEW** the report detailing salary, superannuation and tax payments for February 2026 paid 11 February - ([Appendix 6](#))

To **NOTE** the reported cemetery activities to 31 January ([Appendix 7](#))

7. 🖐️ FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items

below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Council are asked to **NOTE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 03/02/2026 ([Appendix 8](#))

8. ANNUAL PARISH ASSEMBLY AND ANNUAL MEETING

To **NOTE** the summons ([Appendix 9](#)) for the Annual Parish Assembly on Thursday 5th March at 7.30pm. All Councillors are asked to **NOTE** that this date was **AGREED** by Full Council at the Annual meeting in May 2025 and all Councillors are expected to attend.

Councillors are reminded that the Annual Meeting will take place on Thursday 21 May at 7.30pm. All Councillors are asked to **NOTE** that this date was **AGREED** by Full Council at the Annual meeting in May 2025 and all Councillors are expected to attend. It is expected the meeting will conclude by 9.30pm and all Councillors should be present for the entire meeting unless they consider they have an interest that requires them to exclude themselves for a specific item.

9. 🖐️ COMMITMENT TO CODE OF CONDUCT

The Finance and Governance committee members have received a tabled item detailing the alleged conduct of councillors relating to public resources without lawful authority and in making and supporting false and misleading public statements about the Council (Minute ref: FG091/25). Members agreed the alleged conduct appeared it would fall significantly short of the standards expected of a councillor.

Members agreed it is not sufficient for other councillors to disagree privately with this type of behaviour. They should challenge it openly and support formal action where appropriate. Members of the committee agreed to refer all the alleged breaches to the Monitoring Officer for independent assessment of the Councillors under the Code of Conduct.

The Finance & Governance Committee further agreed it should make clear to all councillors that statements which misrepresent the Council's decisions or which undermine officers without good cause will not be tolerated and do not represent the position of the Parish Council.

The F&G committee now asks that all councillors publicly affirm their commitment to the Nolan Principles, especially leadership and accept that this includes a responsibility to speak out against this type of behaviour.

10. 🖐️ VEHICLE ACTIVATED SIGN

To consider the officer report regarding the proposed purchase, installation and ongoing maintenance of a Vehicle Activated Sign (VAS) within Chigwell Parish, including associated costs, location options and any required permissions/consents.

VAS units are intended to reduce vehicle speeds by providing a visible reminder to drivers and can be relocated between agreed sites, subject to permissions

Recommended resolution: That Chigwell Parish Council approves the purchase of one EVOLIS Solar Mobile radar speed sign at a total cost of £3,107.99 funded from the Speed Camera Budget.

NOTES the Officer Report on the Vehicle Activated Sign (VAS) proposal for Chigwell Parish

APPROVES in principle the purchase of one (1) portable Vehicle Activated Sign, subject to confirmation of the final specification and site.

AUTHORISES the Clerk and RFO to obtain and accept a quotation (or the most advantageous quotation in accordance with the Council's Financial Regulations) up to a maximum budget of £5,000 for supply and installation.

DELEGATES Final sightings on Parish Council owned land to the Clerk in consultation with officers subject to any highway authority approvals; and

CONFIRMS how ongoing responsibilities will be managed (e.g., battery charging/data downloads/relocation schedule/insurance).

[\(Appendix 10\)](#)

11. 🖐️ COUNCILLOR SURGERIES

To receive an update from Cllr Rye

12. 🖐️ CLERK REPORT

To receive written updates from the Clerk and **AGREE** an appropriate course of action regarding the recommendations therein [\(Appendix 11\)](#)

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

14. 🖐️ DATE OF THE NEXT MEETING

Thursday 23 March at 7.00pm

15. 🖐️ 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.”

16. 🖐️ EMPLOYMENT MATTERS

To **NOTE** the Clerk's and the HR advisor's actions and recommendations and to **NOTE** and endorse the policy compliant course of action being taken regarding the recommendations therein

17. 🖐️ CCTV REPORT

To receive an update from officers regarding CCTV and **AGREE** an appropriate course of action (Confidential Appendix 1)

18. 🖐️ RECOVERY OF PARISH ASSETS AND RETENTION OF FUNDS BY A THIRD PARTY

To receive an update from officers regarding the retention of funds and assets by a third party and **AGREE** an appropriate course of action (Confidential Appendix 2)

19. LEGAL MATTERS

To receive an update from officers regarding ongoing legal matters (Confidential Appendix 3)

20. 🖐️ MATTER RELATING TO THE PROPOSED UTILISATION OF THE PARISH OFFICES

To receive an officer's report regarding proposal received and **AGREE** an appropriate course of action regarding the recommendations therein (Confidential Appendix 4)

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)