



**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 O Ali

Cllr L Clark

Cllr R Hodds

Cllr L Skingsley-Morgan

Cllr D Rye (Vice Chair)

Cllr T Amuludun

Cllr E Costa

Cllr E Skingsley

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: 20 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

Proposed motion: That Chigwell Parish Council:

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

Proposed motion: That Chigwell Parish Council:

REVIEW the Summary Report from the Financial Officer (**Appendix 2**)

REVIEW the proposed payments for February and **APPROVE** if appropriate (**Appendix 3**)

REVIEW the card payments for January and **APPROVE** if appropriate (**Appendix 4**)

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

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

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.

Proposed motion: That Chigwell Parish Council:

NOTE and **ENDORSE** 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 3 February 2026
(Appendix 8)

8. 🖐️ INTERNAL CONTROL FOR Q4 2025/26

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).

Proposed motion: That Chigwell Parish Council:

AGREE and **APPOINT** a named member(s) to verify bank reconciliations for the Q4 period 2025/26

9. 🖐️ BANKING MATTERS

Members are asked to **NOTE** that under SO 2025, 15 b. The Proper Officer shall:

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.

And that under FR 2025, 7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of **two people will be involved in any online approval process. The Clerk** may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

Proposed motion: That Chigwell Parish Council:

AGREE to appoint the Clerk/Proper Officer as a user on Internet Banking for all council bank accounts, granting access to view accounts, submit transactions, and authorise actions and **AUTHORISES** the Clerk and RFO to progress this matter on behalf of the Council

10. 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.

11. 🖐️ 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.

Proposed motion: That Chigwell Parish Council:

AGREE that all councillors publicly affirm their commitment at this meeting to the Nolan Principles, especially leadership and accept that this includes a responsibility to speak out against this type of behaviour. Any Councillors not present are asked to submit a written affirmation of their commitment

12. 🖐️ VAS

To consider the officer report (**Appendix 10**) 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

Proposed motion: That Chigwell Parish Council:

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

APPROVES the application by officers to waive the financial regulation that requires three quotes under FR 15.12 (i) and (iv) namely that the goods or services are specialist with limited suppliers

APPROVES the purchase of one EVOLIS Solar-Mobile radar speed sign at a total cost of £3,107.99 funded from Cost centre K135 (Vehicle Activated signs) budget.

AGREES to delegate authority to officers to:

Install, manage and rotate the device

Determine all deployment locations on Parish Council land.

Configure and operate associated software and data-reporting tools.

NOTES that the device are fully solar-powered, require no external electrical connection and directly support the Council's road safety objectives.

13. 🖐️ **COMMUNITY USE APPLICATION**

To consider the officer report regarding Community Use applications received (**Appendix 11**) and **AGREE** an appropriate course of action regarding the recommendations therein,

14. 🖐️ **COUNCILLOR SURGERIES**

To receive an update from Cllr Rye and **AGREE** an appropriate course of action

15. 🖐️ **CLERK REPORT**

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

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

17. 🖐️ **DATE OF THE NEXT MEETING**

Thursday 23 March at 7.00pm

18. 🖐️ **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."

19. 🖐️ **EMPLOYMENT MATTERS**

To **NOTE** the Clerk's and the HR advisor's actions and recommendations and **AGREE** an appropriate course of action regarding the recommendations therein namely:

Recommended motion: That Chigwell Parish Council

NOTE and **ENDORSE** the policy compliant course of action being taken by officers in regard to employment matters

20. 🖐️ CCTV

To receive a recommendation from CSAC to consider the provision of CCTV and **AGREE** an appropriate course of action (**Confidential Appendix 1**)

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

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

Recommended motion: That Chigwell Parish Council

NOTE and **ENDORSE** the course of action being taken by officers in regard to the assets and retained funds

22. LEGAL MATTERS

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

Recommended motion: That Chigwell Parish Council

NOTE and **ENDORSE** the course of action being taken by officers in regard to the legal matter

23. 🖐️ MATTER RELATING TO PARISH OWNED BUILDINGS

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

Recommended motion: That Chigwell Parish Council

AGREES in principle to a potential opportunity concerning the use of Council premises for service provision within the parish, subject to confirmation by the relevant external bodies and the satisfactory conclusion of any related external processes

AUTHORISES the Clerk to open discussions and prepare non-binding heads of terms and to undertake/commission appropriate legal, financial and operational checks for any potential arrangement, on the basis that all necessary works and costs are met by the occupier and the Council's ownership and interests are protected.

AGREES that any binding agreement or final terms are referred back to Full Council for approval

AGREES that no public announcement, publication or external communication is made unless and until the Clerk has confirmed to all Councillors in writing that disclosure is permitted and will not prejudice the matter.

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)**