



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 26 March 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 MSc
Clerk and Proper Officer to Chigwell Parish Council

Date: 20 March 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 26 February and the minutes of the Annual Parish Assembly of 5 March 2026 as an accurate representation of what took place (**Appendix 1**, **Appendix 2**)

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. 🙋 POLICIES FOR REVIEW AND ADOPTION

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

IT POLICY members **CONSIDERED** the officer report and **AGREED** in principle and will be presented to full council to be adopted at the March meeting (**Appendix 3**)

AMENDMENT TO STAFF HANDBOOK members **CONSIDERED** the officer report and **AGREED** in principle and will be presented to full council to be adopted at the March meeting. (**Appendix 4**)

ALLOTMENTS AGREEMENT AMENDMENT members **CONSIDERED** the officer report and **AGREED** in principle and will be presented to full council to be adopted at the March meeting (**Appendix 5**)

7. 🖐️ TENDER FOR WORKS

To consider the Clerk's report (**Appendix 6**) on the progress of actions and any recommendations, namely:

Members **RECEIVED** an update from officers and **NOTED** progress on the tender document for Community Hub and Victory Hall improvement works and were updated that the deadline to submit the application to Epping Forest District Council has been extended beyond the original 31st March deadline. It was **AGREED** that officers would continue to work on the tender document and look to obtain design drawings from existing budget allocation.

8. STANDING ORDERS AMENDMENT TO ALIGN WITH FINANCIAL REGULATIONS

Members **NOTE** that the finance and governance committee agreed in principle that an inconsistency exists between Standing Order 18(a)(v)—which continues to reference the Public Contracts Regulations 2015 and Contracts Finder—and Financial Regulation 5.6, which requires compliance with the Procurement Act 2023 and Procurement Regulations 2024 for contracts exceeding the statutory threshold. This matter will be presented to Full Council. Members **AGREED** in principle to amend Standing Order 18(a)(v) with immediate effect to clarify that contracts below £30,000 (including VAT), or those exempt due to special circumstances, do not require a formal tendering or procurement exercise. This amendment will be presented to Full Council. Members further **AGREED** in principle that page numbering and cross-references should be updated for consistency, and that the Standing Orders should be aligned with Financial Regulation 5.6, confirming that contracts exceeding £30,000 (including VAT) must be subject to formal tendering. This requires obtaining at least three tenders or issuing an open invitation to tender.

9. 🖐️ COMMUNITY USE APPLICATION Vaisakhi sign (**Appendix 7**)

10. 🖐️ COMMUNITY USE APPLICATION CROADS (**Appendix 8**)

11. 🖐️ COMMUNITY USE APPLICATION Chigwell Muslim Association (**Appendix 9**) and Equality Impact Assessment (**Appendix 10**)

12. 🖐️ CLERK REPORT

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

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

14. 🖐️ DATE OF THE NEXT MEETING

Thursday 30 April 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. PARISH OFFICES PROPOSAL

To **NOTE** the officers report and presentation from third party (**Confidential Appendix 1**)

17. 🖐️ 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 (**Confidential Appendix 2**)

18. 🖐️ VEHICLE INSURANCE AND FUNDS

To receive an update from officers regarding vehicle insurance and associated funds and **AGREE** an appropriate course of action (**Confidential Appendix 3**)

19. LEGAL MATTERS

To receive an update from officers regarding ongoing legal matters - case being heard 16 April, Cllr Jefcoate attending

20. CEMETERY MATTERS

To **NOTE** officer’s report and **AGREE** appropriate course of action (**Confidential Appendix 4 and 5**)

21. BUSINESS CASE

To **RECEIVE** an update from officers regarding new telephony system and **AGREE** an appropriate course of action (**Confidential Appendix 6**)

22. INSURANCE POLICY RENEWAL

Members **CONSIDERED** the officer report (**Confidential Appendix 7**) and Members **AGREED** to **RECOMMEND** full council renewal with the current insurer on a one-year term agreement.

23. PENSIONS

Members to **NOTE** (**Confidential Appendix 8**) regarding pensions.

24. FIRE RISK ASSESSMENT

Members to **NOTE** associated costs with mandatory fire risk assessment quote (**Confidential Appendix 9**)

25. SUBJECT ACCESS REQUEST/ FREEDOM FOR INFORMATION

Members to **NOTE** officers report (**Confidential Appendix 10**)

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)