Chigwell PARISH COUNCIL

MEETING OF THE
CHIGWELL PARISH COUNCIL

Date: Thursday 26 November 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 D Rye (Chair)	Cllr T Amuludun (Vice Chair)
Cllr O Ali	Cllr J Braha
Cllr L Clark	Cllr E Costa
(Vacancy)	Cllr C Jefcoate
Cllr E Skingsley	Cllr L Skingsley-Morgan
Cllr F Rizvi	

Clerk to the Council: Jason Selvarajah MSc
Responsible Financial Officer: Olga Linkeviciene

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 November 2026

AGENDA- FULL COUNCIL

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 **APPROVE** as a true and accurate record of the minutes of the Full Council meeting held on 22 October 2026 **(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**

To **REVIEW** and **CONSIDER** the Summary Report from the Responsible Financial Officer and **AGREE** the appropriate course of action regarding the recommendations therein **(Appendix 2)**

To **REVIEW** the payments for November Report referring to Ref: Minutes FC085/26 and **APPROVE** if appropriate **(Appendix 3)**

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

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

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

To **NOTE** the reported cemetery activities to 31 October 2026 **(Appendix 7)**

7. FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 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.

To **APPROVE** 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 20 November 2026 **(Appendix 8)**

8. DIGITAL AND DATA COMPLIANCE- INTERNAL AUDIT RECOMMEDNATIONS

Members to **NOTE** the interim internal audit report and recommendations relating to digital and data compliance and **APPROVE** the proposed action plan to achieve compliance with Governance Assertion 10 by 31 March 2027 **(Appendix 9)**

9. GRANT APPLICATION

Members to **NOTE** and **CONSIDER** the redacted grant application seeking grant funding of £5,000. Personal contact details, banking information and signatures have been redacted in accordance with the Data Protection Act 2018 and UK GDPR. **(Appendix 10)**

Members to **NOTE** and **CONSIDER** the Officer Report relating to the application, including its assessment against the Council's Grant Application Policy, identified local benefits, policy considerations, financial implications and officer recommendation. **(Appendix 11)**

10. CCTV POLICY AND DATA PROTECTION IMPACT ASSESSMENTS

Members to **NOTE** the Officer Report **(Appendix 12)** and revised CCTV policy draft **(Appendix 13)** and **APPROVE** the appropriate course of action regarding the recommendations contained therein.

11. SCHEME OF DELEGATION TO THE CLERK AND PROPER OFFICER

Members to **NOTE** and **CONSIDER** the Officer Report **(Appendix 14)** regarding a scheme of delegation and to **APPROVE** the appropriate course of action regarding the recommendations contained therein.

12. CEMETERY FEES

Members to **NOTE** the Officer Report **(Appendix 15)** and associated spreadsheet **(Appendix 16)** and to **APPROVE** the appropriate course of action regarding the recommendations contained therein.

13. UPDATE FROM THE CLERK

Members to **NOTE** the Clerk's report **(Appendix 17)** and appropriate course of action regarding the recommendations therein.

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

15. DATE OF THE NEXT MEETING

Thursday 17 December 2026 at 7.00pm

16. 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."

17. LEGAL MATTERS

Members to **NOTE** and **CONSIDER** the Confidential Officer Report regarding a letter before action received in connection with the Council's previous resolution concerning the proposed installation of telecommunications apparatus on Council owned land **(Confidential Appendix 1)**

18. ALTERNATIVE USE OF COUNCIL-OWNED LAND AND BUILDINGS (DECISION REQUIRED)

Members to **NOTE** and **CONSIDER** the Confidential Officer Report regarding a proposal for an alternative use of Council-owned land and buildings **(Confidential Appendix 2)**

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.