



MINUTES

FULL COUNCIL MEETING

Date Monday 20 March 2023

Time: 7.30pm

Councillors present: Cllr Celina Jefcoate (Chair), Cllr Naveed Akhtar (Vice Chair) Cllr Rashni Chahal Holden, Cllr Rochelle Hodds, Cllr Lisa Skingsley-Morgan, Cllr Faiza Rizvi, Cllr Tes Gaffar, Cllr Elliot Costa

Public: Three#

for part of the meeting

22/23. RECORDING OF THE MEETING

The Chair advised the meeting could be filmed and recorded and asked, out of courtesy, if any members of the public proposing to record could make it known. It was confirmed the meeting would be recorded

23/23 APOLOGIES FOR ABSENCE

Apologies **RECEIVED** and **ACCEPTED** from Cllrs Raza and Phull. No other apologies received or accepted

24/23 DECLARATIONS OF INTEREST

Cllr Akhtar declared a non-pecuniary interest in item 37/23 (use of Parish buildings as a GP surgery) being the principal of a local GP practice and member of the PCN.

25/23 MINUTES

The signing of the minutes of the meeting held 22 December 2022 were **AGREED** and signed by the Vice Chair as the Chair was not in attendance at that meeting. The minutes of 26 January 2023 required amending and the signing of them was deferred to the next meeting. Amends were:

08/23b - It was not agreed that the Council were compliant with the Transparency Code, it was agreed that the Council's data protection policy would state the Council would act in line with the Local Govt Transparency Code and our Transparency Policy

08/23d - Full Council can implement the policy not approve

09/23 - The resolution of that Council, that light funding would stop from April 2023, was not clear

14/23 - Clerk was asked to draft a report for F&G

15/23 - Clerk was asked to draft a report for F&G

19/23 - Clerk was asked to draft a report for F&G

10/23 - Remove quotation from Councillor as it was not an accurate representation of what was said

26/23 PUBLIC PARTICIPATION

The meeting was adjourned

A MOP complained that the disabled bays at the Parish Offices were not being respected. It was raised that the signage was not clear and the Council will review

A MOP raised that they had not seen any progress on the wildlife report for Grove Meadow. It was confirmed there were items in the cemetery compound that were due for installation shortly

A MOP queried the Precept increase of 0.6% when the Council resolved 0% - to be addressed during the meeting

A MOP spoke about the NHW and CRA attending an event at 27 new NHW members, 9 new road watches and over 30 new CRA members. NHW has extended contact at district and national levels is having a series of recruitment events in May 2023. A traffic survey completed in 16/17 showed over 80% of vehicle movements began and ended outside the Parish i.e. they are through traffic and not local. A traffic management plan has been drafted by the CRA and submitted to Essex Highways for considered

The Parish requested a copy for the Traffic Management proposals for information

A MOP stated the matter of Chigwell Primary should be carefully considered. There could be a tactical plan from the developer to implement the scheme when funding was coming through and they could "get away with murder".

The meeting was reconvened

27/23 CLERK'S REPORT

Action: A written report was requested of the Clerk by 20 March

28/23 CHAIR'S REPORT AND CHAIRS' OF COMMITTEES REPORTS

Chair of the Council - attended the Mayor's event in Loughton but sadly could not attend the Woman's Day event at the Mandir Temple although had had received reports that it was very successful

Chair of Community Assets - awaiting Full Council to approve the tree tender and new bus stop provider. The Community tea room and Community Pantry is in operation on Tuesday and is dependent on donations. CRA and LFCG have each donated £250. Still 30-35 people coming to Warm Places each Thursday where the Community Pantry is also now open. CAC have also agreed that a weekly My Weight matters session is going to be incorporated. LFCG holding a Coronation Tea on Sunday. Chigwell Row St Marys having one on Monday

Chair of Community Services - had the first meeting discussed a digital newsletter plus 1,000 printed was agreed. The purpose was to ask residents how we can engage, asking where residents want EV chargers, etc. looking at complaints register build engagement.

Chair of F&G - there have been issues with the Precept which will be investigated and the Risk Register is being reviewed

Chair of Planning - application to re-develop Guru Gobind Singh Khalsa College in Roding Lane (in Green Belt) was refused. Questions were raised about the status of enforcement and appeals. Action: Planning Chair was asked to ensure all previous Parish comments for current appeals have been submitted to EFDC and to review the position of comments for appeals.

Chair of CCAWG - reported by Cllr Akhtar. Bulk of meeting focused on biodiversity, a community garden project, reducing the carbon footprint. Minutes to be uploaded to website

GP Feasibility Working Group - reported by Cllr Jefcoate, it had its first meeting on Friday 17 March and formalised the ToR which are ready for FC approval today. First step is to meet with stakeholders

29/23 CHIGWELL COMMUNITY HALL/PARISH OFFICE

- a) Cllr Rizvi reported on the meeting of last week of January. Council are awaiting the revised business plan from the Members Club.

- b) It was reported that the first meeting of the GP Surgery Working Group had taken place, a Chair had been elected and Terms of Reference agreed which were **AGREED** by Council. No other applications or suggestions for use were available to be put before Council

30/23 FINANCE & GOVERNANCE

- The tree works tender was not tabled - deferred. **Action:** staff to locate and pass to Cllrs Gaffar and Chahal Holden for review ahead of approval by Council
- Grant Application - the application from Youth Unity for the sum of £4,920 to provide a programme of children's activities in Limes Farm was **CONSIDERED** and **APPROVED**
- ECC Climate Action Grant Fund - the Chair reported EFDC advice that all funds had now been allocated and so it was too late for CPC to apply
- The Council **CONSIDERED** and **APPROVED** the purchase of two Queen Elizabeth memorial benches at a cost of £495.00. Location to be decided by the CAC committee
- Internal Auditors Report - not tabled - deferred
- Virements - deferred
- The Council **CONSIDERED** the governance, timeframe and format of Council responses to public questions. It was **AGREED** that wherever possible and with the agreement of the Chair, questions would be answered during public participation (when a meeting is suspended). If appropriate, written answers would be drafted by the Clerk on behalf of the Council and circulated to all Councillors prior to publication alongside the minutes of the relevant meeting.
- New Energy Supplier - documentation not tabled - deferred
- Barclays Bank account status update - deferred
- Internal Controls - Cllrs Gaffar and Hodds to review Q3
- Precept 23/24 - Council resolved on 27 Jan that there would be a 0% increase in the precept requested for 23/24. Cllrs Jefcoate and Akhtar to review documentation and report why this resolution was not met and instead there was a 0.6% increase in the amount requested from the electorate.

31/23 CLIMATE CHANGE ACTION WORKING GROUP

Approval of the Terms of Reference was deferred

32/23 ANNUAL PARISH ASSEMBLY/ELECTION 2023

It was **AGREED** to move the Annual Parish Assembly to 18 May 2023. The agreement of 2023/24 meeting dates was deferred to the Annual meeting

33/23 REVIEW OF ACTION PLAN/COMMUNITY PROJECTS

Bus shelter - quotations not tabled - deferred

Youth Unity - it was **AGREED** sessions would take place on Station Green on CPC land

Rotary Club Fete - it was **AGREED** that the Parish would not take a stand during the fete but that individual Councillors would attend when able. **Action:** staff to notify organisers
Ramadam Lighting - it was **AGREED** that the festive lights would be lit every evening during Ramadan 2023

King's Coronation - there will be a Coronation Afternoon Tea in Victory Hall arranged by the Parish Council and Limes Farm Community Action group on Sunday 7 May. It was **AGREED** that bunting would be put up at the Parish Office and Victory Hall to celebrate the coronation

34/23 PARISH NEWSLETTER

The council heard a report from the CSC Chair (see item 28/23)

35/23 CHIGWELL PRIMARY REBUILDING

It was **AGREED** that the Chair would establish the facts of the matter and report back to Council

36/23 TRAINING

Deferred

37/23 VICTORY HALL

Progress of alternative usage for Parish buildings reported at 28/23. Purchase of replacement fridge and freezer **AGREED**

38/23 NEIGHBOURHOOD WATCH

Deferred

39/23 RESIDENTS' CONTACT

Deferred

40/23 DATE OF THE NEXT MEETING AND SUGGESTION FOR AGENDA ITEMS

Deferred items to be included in the next Full Council meeting after the Annual Meeting

41/23 EMPLOYMENT MATTER

It was **CONSIDERED** and **AGREED** to exclude the public and press from this item

Councillors **CONSIDERED** a report from the Chair of Personnel regarding staff appraisals and **RESOLVED** the outcome and subsequent course of action